

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI- 110034
(E-IV BRANCH; aoadmndtte1@gmail.com)**

No.F.3(7)/2024/TTE/E-IV/253

Dated: 01/04/2024

CIRCULAR

Sub: Implementation of e-PAR on sparrow portal in respect of Adhoc DANICS / DSS / Steno Cadre in DTTE for the period 2023-2024.

In pursuance of the directions issued by Services Department vide letter no. F.21(2)/IT Cell/Services/2023/464 dated 22.03.2024, it is informed that the process of generation of blank APARs on sparrow portal i.e. <https://sparrow-gnctdss.delhi.gov.in> for the the period 2023-2024 has been started in respect of Adhoc DANICS / DSS / Steno Cadre who are physically posted in Department of Training & Technical Education, Govt. of NCT of Delhi.

In this regard it is also reiterated that NO PAR shall be accepted in physical form for the entire period of assessment year 2023-2024.

For the purpose of generating e-PAR in respect of GNCTDSS (DASS) and Steno cadre employees through Sparrow portal reporting/ reviewing online APAR, a govt. mail / NIC e-mail is mandatory for further processing for all the concerned officers. All the Reporting Officers/Reviewing Officers of DSS and Steno cadre employees (including those on diverted capacity) i.e. Dy. Directors / Section Officers / Accounts Officers / AAOs / Sr.AOs / DCA / Principals / Vice Principals of ITIs/Campus Directors of ITs/Registrar (BTE)/ System Analyst should have NIC e-mail for reporting / reviewing of APAR online.

Those officers/officials, who are yet to have NIC mail, are hereby directed to visit to Computer Branch, DTTE (HQ) on Ist Floor, Pitampura, New Delhi on 3rd April, 2024 positively, so that workflow and choosing Reporting / Reviewing Officer on e-PAR sparrow portal could be created.

In case the APAR of any Adhoc DANICS, DSS & Steno Cadre is left out due to non-creating of NIC mail by the Reporting Officer & Reviewing Officer, the responsibility of non-filling of APAR within the prescribed time schedule as per enclosed Annexure, should rest with the concerned Head of Institute/Branch Incharge.

Further, while submitting the Self Appraisal in the E-APAR for the period 2023-2024, all Officers/Officials over 40 years of age, are required to upload the Annual Medical Health checkup report without fail.

E-APAR proforma (in Annexure-A & B) is being enclosed with the direction to submit the duly filled 'E-APAR proforma' in soft & hard copy to this office on 05.04.2024 positively, for the purpose of generating blank e-PAR in respect of Adhoc DANICS, DSS and Steno cadre Officers/Officials who are physically posted in DTTE through Sparrow portal.

This may be treated as **"TOP PRIORITY", being strictly time bound.**


(A. N. GAUR)
DEPUTY DIRECTOR (ADMN.)

No.F.3(7)/2024/TTE/E-IV/253

Dated: 01/04/2024

Copy for information and necessary action to the following **through e-mail**:-

1. Dy. Secretary (Services), Services-IV Department, Services Department with reference to letter No. F.21(2)/IT Cell/Services/2023/464 dated 22.03.2024
2. All Dy. Directors/Asstt. Directors/Sr.AOs/AAOs in DTTE (Hqs)/All Branch Incharges of DTTE (HQ).
3. Controller, BTE, Delhi.
4. All Principals of ITIs.
5. All Campus Directors of DSEU campuses.
6. Registrar, DSEU, Sector-9, Dwarka, New Delhi.
7. PS to Secretary (TTE) / Director (TTE).
- ✓ 8. System Analyst, DTTE (Hqs) for information and with the request to upload this circular along with Services Department's letter dated 22.03.2024 (copy enclosed) on the departmental website of DTTE.
9. All DSS/Steno officials through head of Institutions/ Branch Incharges.


(A. N. GAUR)
DEPUTY DIRECTOR (ADMN.)

ADHOC DANICS / DSS /STENO CADRE PROFORMA FOR "E-APAR DURING THE PERIOD 2023-2024"

1.	Name of the Officer/Official (in capital letters)	
2.	Father's Name	
3.	Date of Birth (dd/mm/yyyy)	
4.	Designation	
5.	Employee Code (Pay PIN Number as given on salary Slip)	
6.	NIC E-mail ID	
7.	Mobile Number (as given in NIC mail ID)	
8.	Date of continuous appointment to the present grade	Date :
		Present Grade :
9.	Name of present Post and date of Appointment there to	Present Post :
		Date :
10.	Present place of Physical Posting	
11.	Department from Salary drawing	
12.	Whether the official belongs to Scheduled Caste / Scheduled Tribe	
13.	Period of absence from duty (on training leave etc.) during the year, If he has undergone training, specify	
14.	Date of last prescribed medical examination for officers 40 years of age and above. (upload copy of the summary of the medical report, at the time of SELF APPRAISAL)	
15.	Whether got promotion during the period 01.04.2023 to 31.03.2024 (Yes / No)	
16.	If Promoted during the period 01.04.2023 to 31.03.2024. Please fill following Details:	
	Name and Designation of the Previous Post	
	Date of Appointment on the Previous Post	

I hereby undertake that the aforesaid information is correct to the best of my knowledge and belief. In case, found any discrepancy, I shall be responsible for the same.

(Signature)

Name of Officer/Official:

Date:

Signature of Branch-In-Charge/H.O.O
With stamp

Note: In case of any issue, Officers/Officials of this Department may reach out to E-IV Branch, DTTE (HQ). Assistance may also be sought through this Mobile No. 8178970252.

ADHOC DANICS / DSS /STENO CADRE PROFORMA FOR "E-APAR DURING THE PERIOD 2023-2024"**1. Place of Physical Posting during the period 01.04.2023 to 31.03.2024**

S.No.	PERIOD		Name of Post and Grade(I,II,III,IV)	Place of Posting
	From	To		
1				
2				
3				

1.1 Detail of Reporting Officer during the period 01.04.2023 to 31.03.2024

S.No.	PERIOD		Name of Reporting Officer	Designation and Cadre	Employee ID/Pay Roll PIN of the Reporting Officer (As given on Salary Slip)
	From	To			
1					
2					
3					

1.2 Detail of Reviewing Officer during the period 01.04.2023 to 31.03.2024

S.No.	PERIOD		Name of Reviewing Officer	Designation and Cadre	Employee ID/Pay Roll PIN of the Reporting Officer (As given on Salary Slip)
	From	To			
1					
2					
3					

1.3 Details of Non-Reporting Period during the period 01.04.2023 to 31.03.2024

S.No.	PERIOD		Place of Posting	Reason for not reporting
	From	To		
1				
2				
3				
4				

I hereby undertake that the aforesaid information is correct to the best of my knowledge and belief. In case, found any discrepancy, I shall be responsible for the same.

(Signature)

Name of Officer/Official:

Date:

Signature of Branch-In-Charge/H.O.O
With stamp

Note: In case of any issue, Officers/Officials of this Department may reach out to E-IV Branch, DTTE (HQ). Assistance may also be sought through this Mobile No. 8178970252.

2/c

MOST URGENT
TIME BOUND

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES-IV DEPARTMENT / CONFIDENTIAL CELL
5TH LEVEL 'B' WING DELHI SECRETARIAT
NEW DELHI-110002

No.F.21(2)/IT Cell/Services/2023/464

Dated: 22/03/2024

To

All Principal Secretaries/Secretaries and Head of Departments,
All Local Bodies/Autonomous Bodies/PSUs, Govt. of NCT of Delhi

Sub: Time lines for submission of Annual Performance Assessment Report (APAR) in respect of Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2023-24.

Sir/Madam,

In continuation of this Office Circular dated 05-04-2023 regarding implementation of E-Sparrow (E-APAR), I am directed to inform that the last date of generation of blank APARs for the period 2023-24 is 31st March, 2024. The detailed time schedule is enclosed as per Annexure 'A'.

All HOD's may kindly ensure that the blank APARs for the period 2023-24 may be generated by 31st March, 2024.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: As above.

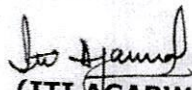

(ITI AGARWAL)
DEPUTY SECRETARY (SERVICES)

No.F.21(2)/IT Cell/Services/2023/464

Dated: 22/03/2024

Copy for information to:

1. Principal Secretary to the Lt. Governor, GNCTD, Raj Niwas, Delhi-110054.
2. P.A to Pr. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
3. P.A to Spl. Secretary, Services Department, GNCT of Delhi, Delhi Secretariat.
4. Staff Officer to the Chief Secretary, GNCTD, Delhi Secretariat, New Delhi.
5. Section Officer, I.T Cell, Services Department, GNCT of Delhi, Delhi Secretariat for necessary action.
6. Section Officer (Coordination Branch), Services Department, GNCTD with the direction to upload the same on the website of Services Department.


(ITI AGARWAL)
DEPUTY SECRETARY (SERVICES)

Time lines for submission of Annual Performance Assessment Report (APAR) in respect of Adhoc DANICS / DASS / Steno Cadre in GNCTD for the year 2023-24.

S.NO.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution/Online generation of blank APAR forms to all Concerned (i.e to Officer to be Reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given)	31 st March 2024 (This may be completed even a week earlier)
2.	Submission of self-appraisal to the Reporting Officer by Officer to be reported upon(Where applicable)	15 th April 2024
3.	Submission of report by Reporting Officers to Reviewing Officer.	30 th June 2024
4.	Report to be completed by the Reviewing Officer and to be sent to Administration or CR Section/Cell (or Custodian), or accepting authority, where provided.	31 st July 2024
5.	Appraisal by Accepting Authority, wherever provided	31 st August 2024
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority. (ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	01 st September 2024 15 th September 2024
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of Communication.
8.	Forwarding of representation to the competent Authority (i) Where there is no accepting authority for APAR (ii)Where there is accepting authority for APAR	21 st September 2024 06 th October 2024
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November 2024
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November 2024