

IMMEDIATE

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 /10/4-21

Dated 26/03/25

CIRCULAR

Sub: Implementation of e-PAR on sparrow portal in respect of Adhoc DANICS / DSS / Steno Cadre in DTTE for the period 2024-2025.

In pursuance of the directions issued by Services Department from time to time on the subject cited above, it is informed that the process of generation of blank APARs on sparrow portal i.e. <https://sparrow-gnctdss.delhi.gov.in> for the period 2024-2025 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 APAR shall be accepted in physical form for the entire period of assessment year 2024-2025.

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.

It is informed that while submitting the **Self Appraisal in the E-APAR for the period 2024-2025, all Officers/Officials over 40 years of age, are required to upload the Annual Medical Health checkup** report without fail.

Further, 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 **08.04.2025** 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.**

(SANJEEV KUMAR)
DEPUTY DIRECTOR (ADMN.)

No.F.3(7)/2024/TTE/E-IV /10/4-21

Dated 26/03/25

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

1. All Dy. Directors / Asstt. Directors / Sr.AOs / AAOs in DTTE (Hqs)/All Branch In-charges of DTTE (HQ).
2. Controller, BTE, Delhi.
3. All Principals of ITIs under DTTE, Delhi.
4. PS to Secretary (TTE) / Director (TTE).
5. System Analyst, DTTE (Hqs) for information and with the request to upload the same on DTTE website.
6. All DSS/Steno officials through head of Institutions/ Branch In-charges.
7. All the Officers/Officials are also directed to pursue the same at their own level till the E-APAR for the period 2024-25 not completed / closed.
8. Notice Board.

(SANJEEV KUMAR)
DEPUTY DIRECTOR (ADMN.)

ADHOC DANICS / DSS /STENO CADRE PROFORMA FOR "E-APAR DURING THE PERIOD 2024-2025"

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 :
9.	Name of present Post and date of Appointment there to	Present Grade :
		Present Post :
10.	Present place of Physical Posting	Date :
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 01.04.2024 to 31.03.2025 (Yes / No)	
16.	If Promoted during the period 01.04.2024 to 31.03.2025. 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 2024-2025"

1. Place of Physical Posting during the period 01.04.2024 to 31.03.2025

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 01.04.2024 to 31.03.2025

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 01.04.2024 to 31.03.2025

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 01.04.2024 to 31.03.2025

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.