

Urgent/
Reminder-2

No. F.32/1/2020-AC/COAA/19-21
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
HUMAN RESOURCE DIVISION: CADRE CONTROL UNIT

'A' Wing, 4th Level, Delhi Secretariat,
I.P. Estate, New Delhi 110002
Ph: 22392133

Dated: 09/06/2023

To

All the concerned Pr. Secretaries/Secretaries/HoDs,
Government of NCT of Delhi.

Sub: Development and Implementation of e-SPARROW System for Govt. of NCT of Delhi Accounts Cadre.

Kindly refer to this department's letter no. F.32/1/2020-AC/Jsfina/588-692 Dated 16.03.2023 and subsequent reminder of even number 822-921 dated 10.04.2023, vide which it was requested to all the departments of Govt. of NCT of Delhi to provide the details of Accounts Cadre Officers under their administrative control in the employee template form in soft copy (Excel Sheet) followed by duly signed hard copy.

2. In this regard, it is informed that the departments (as per list enclosed) have not provided the requisite information till date. It has been noticed that in some cases, concerned department has provided personal email id of the officer concerned in place of NIC/Gov email id.. Non-furnishing of the requisite information causing inordinate delay in development of the SPARROW System for the Accounts Cadre of GNCT of Delhi.

3. It has also been informed that all the fields mentioned in the form are mandatory. In addition to the information mentioned in template form, mobile number of the officer concerned may necessarily be provided. As regard, NIC e-mail ID, name based NIC-mail ID for all Accounts Cadre employees is required. In case of not having name based NIC e-mail ID, the same may be obtained by the concerned officer from NIC.

4. Accordingly, all the Pr. Secretaries/ Secretaries/HoDs of the departments are once again requested to look into it personally and arrange to provide the details of Accounts Cadre Officers under their administrative control in the prescribed employee template form mentioning mobile number of each, in the soft Copy (Excel Sheet) through e-mail at ao.cadre@gmail.com, followed by duly signed hard copy within a week time for onwards submission to the Services Department.

5. This issue with the prior approval of Pr. Secretary (Finance).

Yours faithfully,

Encl: As above

(L.D. JOSHI)
CONTROLLER OF ACCOUNTS (FD)

Copy to:

1. Website of Finance Department.
2. All officers concerned with the directions to pursue the matter with the concerned authorities and arrange to furnish the requisite information, immediately.

(L.D. JOSHI)
CONTROLLER OF ACCOUNTS (FD)

DETAILS OF OFFICERS WHOSE COMPLETE DATA NOT RECEIVED

Sl. No.	Name of the Officer	Designation	Department
1.	Vishal Sharma	AO	AAA Hospital
2.	Monika Khurana	AAO	AAA Hospital
3.	Vivek Kumar	AAO	Art, Cultural & Lang.
4.	Neera Mathur	AAO	Administrative Reforms
5.	Deva Nand	DCA	Audit
6.	Sushil Kumar	Sr. AO	Audit
7.	G.V.R.Murali	Sr. AO	Audit
8.	Kavita Saxena	Sr. AO	Audit
9.	Sanjeev Kumar Kakria	Sr. AO	Audit
10.	Gita Girdhar	Sr. AO	Audit
11.	Krishan Kumar	Sr. AO	Audit
12.	Anand Kr. Gupta	Sr. AO	Audit
13.	Savita Jain	Sr. AO	Audit
14.	Pramod Kumar Singhal	Sr. AO	Audit
15.	Pawan Kumar	Sr. AO	Audit
16.	Davinder Kumar	Sr. AO	Audit
17.	Dinesh Kr Dhawan	Sr. AO	Audit
18.	Rajinder Kumar	Sr. AO	Audit/AAMCC
19.	Krishna Kumar P.V.	Sr. AO	Audit/DIP
20.	Ranjeet Kumar	Sr. AO	Audit/DPSRU
21.	Sanjeev Kumar	Sr. AO	Audit/FD
22.	O.P.Nautiyal	Sr. AO	Audit/PCA
23.	Santosh Sharma	Sr. AO	Audit/SKP
24.	Dinesh Kumar	Sr. AO	Audit
25.	Manoj Kumar	AO	Audit
26.	Shyam Sunder Dhingra	AO	Audit
27.	J.S.Rawat	AO	Audit
28.	Shamma Sharma	AO	Audit
29.	Jaya Tewari	AO	Audit
30.	Manoj Kumar	AO	Audit
31.	Chander Mohan	AO	Audit
32.	Paramjit Kaur	AO	Audit
33.	Anil Kumar	AO	Audit
34.	Vijay Kumar	AO	Audit
35.	Navin Kant Gupta	AO	Audit
36.	Trapti Saxena/Jauhari	AO	Audit
37.	Monika Dhingra	AO	Audit
38.	Pankaj Narang	AO	Audit
39.	Shailendra Kumar Heta	AO	Audit
40.	Hemant Tekwani	AAO	Audit
41.	Mithilesh Pandey	AAO	Audit
42.	Kanwal Krishan	AAO	Audit
43.	Lalit Bhardwaj	AAO	Audit
44.	Lalita	AAO	Audit
45.	Hari Ram	AAO	Audit
46.	Jai Prakash	AAO	Audit
47.	Brij Mohan Gupta	AAO	Audit
48.	Geeta Rani Sharma	AAO	Audit
49.	Bhagya Lakshmi K.	AAO	Audit
50.	Vinay Arora	AAO	Audit
51.	Hemlata	AAO	Audit
52.	Indu Gopal Sethi.	AAO	Audit

53.	Digamber Singh	AAO	Audit
54.	Dhruv Arofa	AAO	Audit/DIPSARU
55.	Devendra K. Prasad	AAO	Audit/FD
56.	Rajesh Kumar Sinha	AAO	Audit/FD
57.	Alam Singh Rawat	AO	BM Hospital
58.	Gulshan Kumar	AAO	BM Hospital
59.	Sanjay Sharma	Sr. AO	BR Ambedkar University
60.	Sangeeta Joshi	DCA	BSA Hospital
61.	Ajay Gupta	Sr. AO	BSA Hospital
62.	Ruchi Bali	AAO	BSA Hospital
63.	K.L.Sharma	DCA	Burari Hospital
64.	Virender Singh Kathait	AO	Burari Hospital
65.	Balwant Kumar	AAO	Burari Hospital
66.	H.K.Mittal	DCA	CBPACS
67.	Dewan Chand	DCA	Chief Election Office
68.	Mathew Kurian	Sr. AO	Chief Election Office
69.	Yogesh Kapoor	AAO	Chief Election Office
70.	Vinay Kumar	AAO	Chit fund
71.	Mahesh Kumar	AO	Civil Defence
72.	Bhagat Singh	Sr. AO	CNBC
73.	Sunil Gera	AAO	College of Art
74.	Vijay Kumar Rajput	AAO	Commr. (Dis.)
75.	Pankaj	AO	DAMB/APMC
76.	Sandeep Suri	AO	DBOCWWB
77.	Ravi Daleharan	AAO	DBOCWWB
78.	Tara Singh	Sr. AO	DC (East)
79.	Sanjay Mohan Thakur	AAO	DC(East)
80.	Rajesh Kumar	Sr. AO	DC(North)
81.	Naveen Sharma	AAO	DC(North)
82.	Hamesh Kumar	Sr. AO	DC (Shahdara)
83.	Tarun C. Chaturvedi	AAO	DC (Shahdara)
84.	Bharat Bhushan	AO	DC(South West)
85.	Vidya Rani	AAO	DC(South West)
86.	Jose C.D.	Sr. AO	DC(West)
87.	Meena Vasishth	AAO	DC(West)
88.	Kamal Menghani	Sr. AO	Delhi Police
89.	Om Prakash	AAO	Delhi Police
90.	Aneesh P.B	AAO	Delhi Police
91.	Harender Singh	DCA	Delhi Prisons
92.	Davinder Kumar Sharma	Sr. AO	Delhi Prisons
93.	Sanjeev Khurana	AO	Delhi Prisons
94.	Ashok Kumar Gupta	AAO	Delhi Prisons
95.	Arvinder Kaur	AAO	Delhi Prisons
96.	Shishir Kumar Choudhary	AAO	Delhi Prisons
97.	Virender Kumar	AAO	Delhi Prisons
98.	Satish Kumar Minocha	AAO	Delhi Prisons
99.	Anil Kumar Madhwal	AAO	Delhi Prisons
100.	Cleetus K.M.	DCA	DSEU
101.	R. K. Reddy	Sr. AO	DSEU
102.	Vineet Kiran	Sr. AO	DSEU
103.	Veena Upadhyay	AO	DSEU
104.	Ram Kanwar	DCA	Development
105.	V.K.Pushkarna	Sr. AO	Development
106.	Neeraj Nayan Saxena	AAO	Development

107.	Rajesh.Kr Verma	AAO	Development
108.	Krishan Kumar	DCA	DFC
109.	Jaya Sarkar Chakraborty	AAO	Dr. HAS
110.	Harish Kumar	DCA	DHS
111.	Neeraj Chopra	DCA	DHS
112.	Pankaj Aggarwal	Sr. AO	DHS
113.	Rakesh Kumar Sharma	AO	DHS
114.	Rakesh Bhatia	AO	DHS
115.	Sunita Devi Nautiyal	AO	DHS
116.	Anamika	AAO	DHS
117.	P Sahadev	AAO	DHS
118.	Pooja Rani Bhatia	AAO	DHS
119.	Kiran Thapliyal	AAO	DHS
120.	Bishnu Prasad Swain	AAO	DHS
121.	Narayan Kumar Vats	AAO	DHS
122.	Narender Kumar	AAO	DHS/ CPA
123.	Subhash Chand	AAO	DHS/ CPA
124.	Sita Laxmi V. Krishna	AAO	DHS/AAMCC
125.	Sushil Singh Kunwar	AAO	DIHMCT
126.	Alka Bansal	AO	DKS
127.	R.K.Bansal	DCA	DKVIB
128.	Amit Kumar Sinha	AAO	DKVIB
129.	Rajiv Sachdeva	AO	DLSA
130.	Anil Kumar Sharma	AAO	DLSA
131.	Vikas Goel	AAO	DOP
132.	Reeta Pahwa	AO	DPCC
133.	Surender Kumar	DCA	DSACS
134.	Praver Kumar Goyal	AO	DSCI
135.	Manoj Damodar	AAO	DSCI
136.	Vinod Kumar	DCA	DSHM
137.	Sunil Kumar	DCA	DSI IDC
138.	Girdhar Prasad	AAO	DSI IDC
139.	Cyriac Mathew	Sr. AO	DSSSB
140.	Deep Chand Pandey	AAO	DSSSB
141.	Harsh Kumar Arora	DCA	DTC
142.	Niraj Kumar	AAO	DTC
143.	Raman T. V.	DCA	DTTDC
144.	Dinesh Kumar	Sr. AO	DTTDC
145.	Mahesh Kumar	DCA	DTU
146.	Ajay Kumar Gupta	Sr. AO	DTU
147.	Rajesh Kumar	Sr. AO	DTU
148.	Manju Rani Pal	AAO	DTU
149.	Rakesh Kr Sharma	DCA	DUSIB
150.	V.K.Rao	COA	Education
151.	Sham Sunder Grover	DCA	Education
152.	P.Sreenivasa Rao	DCA	Education
153.	Rohtash Kr. Sharma	DCA	Education
154.	Anil Kumar	Sr. AO	Education
155.	P.C.Joshi	Sr. AO	Education
156.	Manohar Lal Sharma	Sr. AO	Education
157.	Raj Kumar Bhardwaj	Sr. AO	Education
158.	Rajalakshmi Francis	Sr. AO	Education
159.	Asha Mukharjee	Sr. AO	Education
160.	Ramesh Kumar	Sr. AO	Education

161.	Beena thankachan	Sr. AO	Education
162.	Rajesh Kapoor	Sr. AO	Education
163.	Ajay Malhotra	Sr. AO	Education
164.	Poonam Kohli	Sr. AO	Education
165.	Anil Kumar	Sr. AO	Education
166.	Sangita Sethi	AO	Education
167.	Meenu Parashar	AO	Education
168.	Ram Pal Singh	AO	Education
169.	Jaya Prakash B. Kurup	AO	Education
170.	Harish Chandra	AO	Education
171.	Madhu Bala Khattar	AAO	Education
172.	Krishan Lal	AAO	Education
173.	Shobha Taxali	AAO	Education
174.	Vinay Kumar	AAO	Education
175.	Monika Dawar	AAO	Education
176.	Tapan Kumar Gupta	AAO	Education
177.	Pawan Kumar	AAO	Education
178.	Deepak Tomar	AAO	Education
179.	Shakuntala Dudani	AAO	Education
180.	Pradeep Kumar Gupta	AAO	Education
181.	Jitendra	AO	Education
182.	Anil Kumar Kamra	AAO	Employment
183.	Vikas Chhabra	DCA	Excise
184.	Neeraj Thapliyal	AAO	Excise
185.	Lalit Kumar	Sr. AO	Food safety
186.	Mahesh Kr. Dhankad	AO	FSL
187.	Manish Yadav	AAO	FSL
188.	Sanjay Kumar	DCA	GAD
189.	Hemant Kr Adlakha	AO	GAD
190.	Niranjan Kumar	AAO	GAD
191.	K. Panduranga Vithal	AAO	GAD
192.	Sanjay Sharma	DCA	GBP Hospital
193.	Jagdish Prasad	Sr. AO	GBP Hospital
194.	Deepak Keshary	AO	GBP Hospital
195.	Sreeja Mol T	AAO	GBP Hospital
196.	Om Prakash Verma	AAO	GBP Hospital
197.	Urmila Kapoor	Sr. AO	GGSG Hospital
198.	Narender Tyagi	COA	GGSIPIU
199.	Praveen Kumar Gupta	Sr. AO	GGSIPIU
200.	Rajendra Kumar	Sr. AO	GNEC
201.	Gurinder Singh	COA	GTB Hospital
202.	Gulzari Lal	DCA	GTB Hospital
203.	G. K. Grover	AAO	GTB Hospital
204.	G Victor Babu	AAO	GTB Hospital
205.	Pradeep Kumar	Sr. AO	GTB Hospital
206.	Rakesh Kumar	AAO	Gurudwara Election
207.	Jitender Prasad	AO	Hindi Academy
208.	Mukesh Kr.	DCA	I&FC
209.	Bhagwati Prasad	Sr. AO	I&FC
210.	Anil Wadhawan	AAO	I&FC
211.	Shashi Bala	AAO	I&FC
212.	Sudershan Kumar	AAO	I&FC
213.	Navin Kalia	AAO	I&FC
214.	Vikas Gupta	AAO	I&FC

215.	Kamal Kumar	AAO	I&FC
216.	Sanjay Kumar	AAO	I&FC
217.	Navneet Singh	DCA	IGDTUW
218.	Sarita Gupta	Sr. AO	IGDTUW
219.	Suneel Kr Razdan	AAO	IGDTUW
220.	Iqbal Khan	DCA	IHBAS
221.	Ish Kumar Anand	AO	IHBAS
222.	Sajal Debnath	AAO	IHBAS
223.	Rajni Verma	AAO	ISM&H
224.	Jai Prakash Sharma	AO	JPC Hospital
225.	Charan Jit Singh	AAO	JPC Hospital
226.	Sant Kumar	DCA	Land & Building
227.	Yash Pal Soni	DCA	Labour
228.	V.Srinivasan	Sr. AO	Labour
229.	Naveen Pathak	AAO	Labour
230.	Bhupesh Chandar Pandey	AAO	Law
231.	Shakti Athwal	Sr. AO	LBS Hospital
232.	K. Lakshmi Devi	AAO	LBS Hospital
233.	Yatinder Kumar Bhati	DCA	LG Sectt.
234.	Abhay Kumar Singh	AAO	LG Sectt.
235.	Yash Pal Kaushik	COA	Lok Nayak Hospital
236.	Varun Rahal	Sr. AO	Lok Nayak Hospital
237.	Pradeep Rawat	AAO	Lok Nayak Hospital
238.	Seema Sachdev	AAO	Lok Nayak Hospital
239.	Sonia Malhotra	Sr. AO	LOKAYUKT
240.	Ved Prakash Sharma	AAO	MAIDS
241.	Vinay Madan	Sr. AO	MAMC
242.	Suja Kesavan	AAO	MAMC
243.	Anup Kumar Singh	AAO	MGICCC
244.	R.S. Bisht	Sr. AO	National Comm for Women (GOI)
245.	Krishan Kumar	Sr. AO	NCJ Hospital
246.	Jitender Batra	AAO	NCJ Hospital
247.	Seema Goel	DCA	NSUT
248.	Mohan Kharbada	Sr. AO	NSUT
249.	Usha Kaushik	Sr. AO--	NSUT
250.	Shivani Mehta	AAO	NSUT
251.	Vijay Kumar	AAO	Panchayat
252.	Prem Kapoor	AAO	PGC
253.	Rakesh Kardam	DCA	Pr. AO
254.	Manoj Kumar	Sr. AO	Pr.AO
255.	Paras Nath Yadav	Sr. AO	Pr.AO
256.	Pradeep Bhaskar	Sr. AO	Pr.AO
257.	Pattammal Anand	Sr. AO	Pr.AO/ I.T.
258.	Rakesh Misra	Sr. AO	Pr.AO/FD
259.	Sham Sunder	Sr. AO	Pr.AO
260.	Naveen Aggarwal	AO	Pr.AO
261.	Dheeraj Kapoor	AO	Pr.AO
262.	Alok Srivastava	AAO	Pr. AO/Min(Edn)
263.	Ashwani Pandey	AAO	Pr. AO/Min(Edn)
264.	Kavita Dargan	AAO	Pr.AO
265.	Nirmal Vashisht	AAO	Pr.AO
266.	Sanjeev Kumar	AAO	Pr.AO
267.	Mohan Kumar Choudhary	AAO	Pr.AO
268.	Kaushal Kumar Jha	AAO	Pr.AO

269.	Ajay Kumar	AAO	Pr.AO
270.	Prabhāt Tyāgi	AAO	Pr.AO
271.	Shivani Sharma	AAO	Pr.AO
272.	Ram Pujan	AAO	Pr.AO
273.	Jaspinder Singh Sodi	AO	Punjabi Academy
274.	Pradeep Kumar N.V.	COA	PWD
275.	Kavita Singh	Sr. AO	PWD
276.	Anil Kr. Sharma	Sr. AO	PWD
277.	Dharmender Singh	AAO	PWD
278.	Arjesh Kumar	AAO	PWD
279.	Mukesh Singh Rajput	AAO	PWD
280.	Ritu Purkayastha	AAO	PWD
281.	Sanjay Thapa	AAO	PWD
282.	Sanjay Pawar	AAO	PWD
283.	Sanjay Verma	AAO	PWD
284.	Devraj Mahendra Singh	AAO	PWD
285.	Pradeep Bhardwaj	AAO	PWD
286.	Sushma Sharma	AAO	PWD
287.	Rakesh Bisht	AAO	PWD
288.	Kusum Lata	AAO	PWD
289.	Ajay Kumar	AAO	PWD
290.	Prabhu Narayan Jha	AAO	PWD
291.	Jyoti Dubey	AAO	PWD Sectt/GAD
292.	Rakesh Kohli	Sr. AO	RCS
293.	Amarendra C. Choudhary	AAO	RCS
294.	Manoj Paliwal	AAO	Rehabilitation
295.	Sudheesh N.G.	COA	Revenue
296.	Seena Jose	DCA	Revenue
297.	Vinay Kumar Gupta	AO	Revenue
298.	Devender S Raghav	AO	Revenue
299.	Maqsood Ahmad	AAO	Revenue
300.	Amar Pal Singh Chouhan	AAO	Revenue
301.	Dilip Kumar Sharma	AAO	Revenue
302.	Satish	Sr. AO	RGSSH
303.	Sanjay Goel	Sr. AO	Rural Dev.
304.	Gajender Singh	AAO	Rural Dev.
305.	Rohit Kumar Sethi	AAO	Sanskrit Academy
306.	Satish Kumar	DCA	SCERT
307.	Suman Kaushik	AAO	SDDM&C
308.	Gautam Kumar	AAO	SEC
309.	Satish	Sr. AO	SGM Hospital
310.	Harsh Bala	AAO	SGM Hospital
311.	Sadhna Sharma	Sr. AO	Shabdarth
312.	Vishnu Dutt	AO	Sindhi Academy
313.	Ramesh Chand Lakhchaura	DCA	Social Welfare
314.	Upendar Goel	Sr. AO	Social Welfare
315.	Kamal Ahuja	AAO	Social Welfare
316.	Rakesh Kumar	DCA	SSH,Jkp
317.	Sushma Bhatia	Sr. AO	SSH,Jkp
318.	Sudershan Kumar	Sr. AO	SVBP Hospital
319.	Ashok Kumar	DCA	Trade & Taxes
320.	Harish Kharbanda	Sr. AO	Trade & Taxes
321.	Gulshan	AO	Trade & Taxes

322.	Naresh Kumar	Sr. AO	Trade & Taxes/ Delhi Sports University
323.	Brahm-Prakesh Singh	COA	Transport
324.	Subhash Chand	Sr. AO	Transport
325.	Deepak Mehta	AAO	Transport
326.	Radha Raman Singh	AAO	Transport
327.	Rashmi Sharma	AAO	Transport
328.	Praveen Kumar	AAO	Transport
329.	Ravender Kumar	DCA	TTE
330.	Suresh Kumar	Sr. AO	TTE
331.	Rachna Kathuria	AO	TTE
332.	Seema Saluja	AAO	TTE
333.	Sunil Kumar	AAO	TTE
334.	Shashi Shekhar	AAO	TTE
335.	Prahar Kumar Jha	AAO	TTE
336.	Asha Rani	AAO	TTE
337.	Manish Kataria	AAO	TTE
338.	Pramod Pathik	AAO	TTE
339.	Savita Gupta	AAO	TTE
340.	Murl Dhar Kushwaha	AAO	TTE
341.	Sanjeev Bhardwaj	AAO	TTE
342.	Krishan Kr. Yadav	DCA	Urban Development
343.	Rajeev Jain	AAO	Urban Development
344.	Swapan Kumar	AAO	Urban Development
345.	Kulbhushan Arora	Sr. AO	Urdu Academy
346.	Ramavtar Rathi	AAO	W&M
347.	Nirmala Rani	Sr. AO	Welfare of SC/ST
348.	Brahmchari S. Bhardwaj	AAO	Welfare of SC/ST

Urgent/Reminder

No. F.32/1/2020-AC/Js fina/822-921
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
HUMAN RESOURCE DIVISION: CADRE CONTROL UNIT

'A' Wing, 4th Level, Delhi Secretariat,
I.P. Estate, New Delhi 110002
Ph: 22392133

Dated: 10/04/2023

To

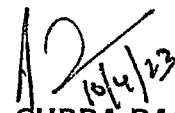
All Pr. Secretaries/Secretaries/HoDs,
Government of NCT of Delhi.

Sub: Development and Implementation of e-SPARROW System for Govt. of NCT of Delhi Accounts Cadre.

Kindly refer to this department's letter no. F.32/1/2020-AC/Js fina/588-692 Dated 16.03.2023, vide which it was requested to all the departments of Govt. of NCT of Delhi to provide the details of Accounts Cadre Officers under their administrative control in the employee template form in soft copy (Excel Sheet) followed by duly signed hard copy.

2. In this regard, it is informed that none of the department (except Industries, Tourism, Maharishi Valmiki Hospital, DC(Central), Small Savings and Lotteries, Home Guards, Power and Vigilance) has provided the requisite information till date. Non-furnishing of the requisite information causing inordinate delay in development of the SPARROW System for the Accounts Cadre of GNCT of Delhi.

3. Accordingly, all the Pr. Secretaries/ Secretaries/HoDs of the departments are therefore requested to look into it personally and arrange to provide the details of Accounts Cadre Officers under their administrative control in the prescribed employee template form in the soft Copy (Excel Sheet) through e-mail at ao.cadre@gmail.com, followed by duly signed hard copy within a week time for onwards submission to the Services Department.

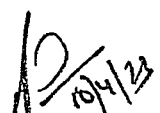

(P.V.S.S. SUBBA RAO)
JOINT SECRETARY (HRD)

No. F.32/1/2020-AC/Js fina/822-921

Dated: 10/04/2023

Copy for information to:-

1. The Deputy Secretary (Services), IT Cell, Services Department, Govt. of NCT of Delhi, 5th Level, B-Wing, Delhi Secretariat, New Delhi w.r.t. letter No. F.21(1)/IT Cell/Serv./2023/58-62 dated 14.03.2023.
2. Website of Finance Department.


(P.V.S.S. SUBBA RAO)
JOINT SECRETARY (HRD)

106/c

No. F.32/1/2020-AC/Js.Fina/588-692
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE DEPARTMENT
HUMAN RESOURCE DIVISION: CADRE CONTROL UNIT

'A' Wing, 4th Level, Delhi Secretariat,
I.P. Estate, New Delhi 110002
Ph: 22392133

Dated: 16/03/2023

To

All Pr. Secretaries/Secretaries/HoDs,
Government of NCT of Delhi.

**Sub: Implementation of e-SPARROW System for Govt. of NCT of Delhi
Accounts Cadre.**

Sir/Madam,

It is informed that vide letter No. F.21(1)/IT Cell/Serv./2023/58-62 dated 14.03.2023, Services Department informed that the Competent Authority has approved the inclusion of Government of NCT of Delhi Accounts Cadre Officers in e-SPARROW project in order to move forward to online APARs (e-SPARROW) system..

2. Further, it is informed that NIC has prescribed an employee template form (copy enclosed) seeking information in respect of all Accounts Cadre employees in the soft copy (excel sheet) for implementation of e-SPARROW. It has also been informed that all the fields mentioned in the form are mandatory. As regard, NIC e-mail ID, name based NIC-mail ID for all Accounts Cadre employees is required. In case of not having name based NIC e-mail ID, the same may be obtained by the concerned officer from NIC.

3. Further, in order to make it convenient for the user departments to fill up the information in employee template form, following instructions may be followed:-

S.No.	Name of Column	Instructions for filling up the details
1	Employee Code	Personal Identification Number (PIN) as per pay Roll which is unique code for each officer be mentioned.
2	Appellation	Mr./Ms./Mrs./Sh./Smt. Required for each officer as the case may be.
3	Employee Name	Name of Officer as per service record
4	NIC E-mail Id	In case of non-availability of NIC email id, Nodal officer of concerned department shall get the e-mail of Accounts Cadre officer of the department by applying through NIC website at eforms.nic.in.
5	Gender	As per service record
6	Father's Name	As per service record
7	Date of Birth	As per service record
8	Nationality	As per service record
9	Religion	As per service record
10	Category	As per service record
11	Service	Central Civil Service

12

12	Cadre	Accounts Cadre
13	Organization	Name of present Department
14	Organization From date	Date of posting in Present Department
15	Designation	Present designation held by the officer (Do not use short forms)
16	Designation Suffix	Work assigned to designation viz. Admn., Accounts, Care taking, Legal etc.
17	Designation Joining Date	Date of joining on present designation
18	Type of Appointment	Promotion
19	Appointment Order Date	Date of appointment on present Grade
20	Allotment Year	Year of appointment to the Govt. Service

4. All the departments of Government of NCT of Delhi are required to provide the details of all Accounts Cadre officers under their administrative control in the employee template form in Soft Copy (Excel Sheet) through e-mail at ao.cadre@gmail.com, followed by the hard copy of the same duly signed to the undersigned, **within three days** without fail.

5. All the Pr. Secretaries/ Secretaries/HODs of the departments are requested to look into it personally and arrange to provide the requisite details within stipulated time.

6. This issues with the approval of Pr. Secretary (Finance).

Encl : As above.

Yours faithfully,

(P.V.S.S. SUBBA RAO)
JOINT SECRETARY (HRD)

No.F.32/1/2018-AC/Pt. File/ JSF/na/588-692

Dated: 16/03/2023

Copy for information to:-

1. The Deputy Secretary (Services), IT Cell, Services Department, Govt. of NCT of Delhi, 5th Level, B-Wing, Delhi Secretariat, New Delhi w.r.t. letter No. F.21(1)/IT Cell/Serv./2023/58-62 dated 14.03.2023.
2. Website of Finance Department.

(P.V.S.S. SUBBA RAO)
JOINT SECRETARY (HRD)

Instructions for filling up the format:									
Employee Code	Personal Identification Number (PIN) as per pay Roll which is unique code for each employee be mentioned.								
Appellation	Mr./Ms./Mrs./Sh./Smt. required for each employee as the case may be.								
Employee Name	Name of Employee as per Service record								
Name									
NIC E-mail Id	Nodal officer shall get the e-mail of each and every employee of the department by applying for bulk subscription through NIC website.								
Gender	As per service record								
Father's Name	As per service record								
Date Of Birth	As per service record								
Nationality	As per service record								
Religion	As per service record								
Category	As per service record								
Service	Central Civil Service								
Cadre	GNETDSS/STENOGRAPHER								
Organization	Name of present Department								
From date	Date of posting in Present Department								
Designation	Present designation held by the employee (Do not use short forms)								
Suffix	Work assigned to designation viz. Admn., Care taking, Lega etc.								
Joining Date	Date of Joining on present designation								
Type of Appointment	Appointment on present Grade whether by Direct or Promotion or any other mode								
Appointment Order Date	Date of appointment order on present Grade								
Allotment Year	Year of appointment to the Govt. Service								
Mobile	Govt. Servent Contact no.								