

MOST URGENT

GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL II: A-WING: DELHI SECRETARIAT: NEW DELHI

F.No. 1C/982/2024/GAD/Admn./ 19180

Dated: 16/04/2024

CIRCULAR

Sub: Regarding uploading of Annual Health Checkup Certificate in APAR in respect of Adhoc DANICS/GNCTDSS/Steno Cadre in GNCTD for the year 2023-24.

The e-SPARROW project for generation of online APAR of GNCTDSS & STENO Cadre for A.Y 2023-24 is now live.

It has come to notice that e-APARs are being forwarded by the officers/officials to their respective Reporting/Reviewing authorities without uploading their Annual Health Checkup Certificate.

In this regard, it is informed that uploading of Annual Health Checkup Certificate is mandatory and therefore, the officers/officials are required to upload their certificates while filling their self appraisal (in Reference Upload Tab).

If the officers/officials have already forwarded their APAR without uploading their certificate, they can upload their certificate while accepting the APAR, i.e., at Disclosure stage (in Reference Upload Tab).

This may be accorded **TOP PRIORITY**.


Pradeep Tayal
16/04/2024

Pradeep Tayal
(Deputy Secretary, GAD)

Encl: As above.

To,

- 1) PS to ACS (GAD).
- 2) PPS to Special Secretary (GAD).
- 3) All Deputy Secretaries (GAD).
- 4) DCA (GAD).
- 5) All Section officers (GAD) - with the request to circulate amongst staff working in the respective branches.
- 6) Guard File

Suptadm/ 1031