

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

F.No. 1C/982/2024/GAD/Admn./9950

Dated: 19.03.2025

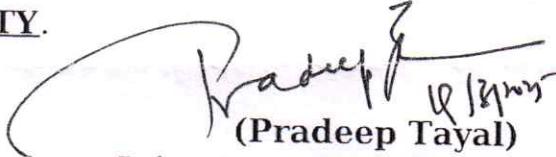
**CIRCULAR**

**Sub: Regarding timelines for submission of Annual Performance Assessment Report (APAR) in respect of Adhoc DANICS/DASS/Steno Cadre in GNCTD for the year 2024-25.**

The e-SPARROW project for generation of online APAR of GNCTDSS & STENO Cadre for A.Y 2024-25 is now live. Therefore, all the officers/officials of GNCTDSS and Steno Cadre presently working in GAD are requested to provide the information required in the format enclosed latest by 25.03.2025 to their dealing assistants.

Further, dealing assistants of GNCTDSS and Steno Cadres are requested to compile the information provided by the respective employees of their seat and forward the compiled information in tabular format latest by 28.03.2025 to the dealing assistant of SPARROW (e-APAR) seat.

This may be accorded **TOP PRIORITY**.



(Pradeep Tayal)  
Joint Secretary(GAD)

Encl: As above.

To,

- 1) PS to Additional Chief Secretary(GAD), Delhi Secretariat.
- 2) Deputy Secretary-I,II (GAD), Delhi Secretariat.
- 3) All Section Officers, GAD.
- 4) Dealing Assistants of Adhoc DANICS, Gr. I/II/III/IV GNCTDSS, PPS/PS/PA/Stenographer.
- 5) DPA (GAD) with the request to upload the circular on GAD website.
- 6) Guard File

**ANNEXURE-A**

<u>Name, Employee Code and Batch of the (Officer Reported upon)</u>	<u>Post (s) held</u>	<u>Period (s) of posting in GAD during</u> 01.04.2024	<u>Name, Designation of Reporting/ Reviewing Officer</u>	<u>Period of Reporting/ Reviewing Officer</u>	<u>Kind of leave availed and details of training attended (if any)</u>
		31.03.2025			

Category-

Date of Continuous appointment to the present Grade –

Present Post & Date of appointment thereto –

Date of Prescribed Annual Medical Health Checkup –  
(For officers over 40 years of age)

(Signature)