



Municipal Corporation of Delhi
Central Establishment Department
22nd Floor, Dr. S.P Mukherjee Civic Centre
J.L Nehru Marg, New Delhi-110002

Most Urgent



No. Dir(P)/CED/MCD/2022/ 1341

Dated: 08/08/2022

Sub: Data Collection for creation of NIC mail & implementation of e-SPARROW in Municipal Corporation of Delhi of Non-Centralised Cadre -reg.

Central Establishment Department of MCD has started the process of online recording of APARs through SPARROW (Smart Performance Appraisal Report Recording Online Window) with the support of IT Department.

2. I am directed to request all the Custodians once again to collect information in the Annexure I (copy enclosed) for compilation of data of non-centralized cadre (except MTS & Driver) for e-sparrow and submit to IT Department by 16.08.2022 under intimation to CED at e-mail director-ced@mcd.nic.in.

3. NIC mail is essential for generation of APAR through e-SPARROW. Further, all custodians may send compiled details of officers/officials whose NIC mail are not yet created in Annexure -II (copy enclosed) to gaurav.verma@mcd.nic.in for creation of NIC mail under intimation to CED at e-mail director-ced@mcd.nic.in.

4. In this connection, all custodians are requested to submit Action Taken Report in the given format by 16.08.2022 to CED at e-mail director-ced@mcd.nic.in :-

No. of NIC mail created	Total No. of officer/officials (non centralized cadre) whose data send to IT	Total No. of workflows created	Total No. of APARs generated

5. This may be treated as most urgent.

Encl: as above

SP/10 08/08/2022

Administrative Officer
Central Establishment Department

1. All Custodians/Nodal Officer of e-Sparrow, MCD
2. Director IT, MCD with the request to issue necessary instructions to the concerned for issuance of DSC and activation thereon of all the custodians.
3. PS to Addl. Commissioner (Estt.)
4. PA to Director (P)
5. Office Copy/Guard File

Instructions for filling up the format:

Employee Code	BMID
Appellation	Mr./Ms./Mrs./Sh./Smt. required for each employee as the case may be
Officials Name	Name of Employee as per Service record
Gender	As per service record
Father's Name/Husband'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
Organization Name (SDMC/NDMC/EDMC)	SDMC/NDMC/EDMC
Initial Date of Appointment in MCD	Date of Joining
Service (IAS,IPS,CSS etc.) for deputationist	For deputationist only
NIC E-mail Id	Nodal officer shall get the e-mail of each and every employee of the department by sending data to IT department.
Mobile No.	Aadhar linked Mobile Number
Designation/Present post	Do not use short forms
Type of Appointment	Direct/Ad-hoc/CDC/LAC/Deputation etc.
Appointment order Date (Present Post)	Present Post
Designation Joining (Present Post)	Present Post
Department	
HQ/Zone	
Present Grade and Date from which effecton	Pay Level, DD-MM-YYYY
Present Place of Posting	
Period of absence from duty	For the period 01.04.2021 to 31.03.2022
Name & Designation of Reporting Authority	Name with BMID of reporting officer
Period of Work	For the period 01.04.2021 to 31.03.2022
Name & Designation of Reviewing Authority	Name with BMID of Reviewing officer
Period of Work	For the period 01.04.2021 to 31.03.2022
Name & Designation of Accepting Authority	Name with BMID of accepting officer (Only for Group A Officer)
Period of Work	For the period 01.04.2021 to 31.03.2022
Group of Employes	A/B/C

