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Most Immediate

कार्यालय, रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली कैंट -110010.

Office of the

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt.-110010.

No. AN/I/1058/SPARROW/21

Date: 19th March 2018

To

All IDAS Officers

All PAR Managers/ Custodians in SPARROW (IDAS)

Subject : Completion of APARs in "SPARROW" for the year 2017-18.

The time schedule for completion of APARs for the year 2017-18 in SPARROW web portal in respect of IDAS officers is enclosed in Annexure-I.

2. It is reiterated that the APARs of all the IDAS officers including those on deputation are to be completed in SPARROW only.
3. It may kindly be noted that for the APARs for the year 2016-17, a large number of APARs were not completed and on expiry of the timelines, the NIC system automatically closed the APARs without completion. Hence, it is of paramount importance that timelines at all levels, including those officers where the same is to be written in physical form and then uploaded on SPARROW, is strictly adhered to for completion of APARs.
4. The action to generate alerts, force forward the APARs to next level, wherever required may be taken by concerned PAR Managers/ Custodians. The officer reported upon may also pursue the PARs for timely completion by the concerned Reporting Officer/ Reviewing Officer.
5. The channel of completion of APARs for various levels is indicated in enclosed Annexure-II. Action to generate the PARs and their completion may be taken accordingly.

Encl.: As above.


(Sham Dev)

Joint C.G.D.A.(Admin)

Time Schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal.

Sl No.	Process of APAR Completion	Time Schedule
1.	Generation of ONLINE PAR	31 st March 2018 (completed even a week earlier)
2.	Submission of self appraisal to Reporting Officer by the officer reported upon	15 th April 2018
3.	Submission of report by the Reporting Officer to the Reviewing Officer	30 th June 2018
4.	Submission of report by the Reviewing Officer to the Accepting Officer	31 st July 2018
5.	Appraisal by the Accepting Authority	31 st August 2018
6.	Disclosure to the Officer reported upon	15 th September 2018
7.	Receipt of Representation, If any, on the APAR	15 days from the date of receipt of communication
8.	Forwarding of Representation to the competent authority	6 th October 2018
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November 2018
11.	End of entire process, after which the APAR will be finally taken on record	30 th November 2018

	<u>Officer reported upon</u>	JTS (ACDA/Including IDAS probationers)	STS (DCDA)	JAG (Jt. CDA/ Addl. CDA)	SAG (CDA)	HAG (PCDA and above)
FOR OFFICERS WORKING IN PCDA/CDA OFFICE	<u>Reporting Officer</u>	Jt. CDA/ Addl. CDA	Jt. CDA/Addl. CDA	CDA/PCDA	CGDA	CGDA
	<u>Reviewing Officer</u>	CDA/PCDA	CDA/PCDA	Addl. CGDA (Audit)	FA (DS)	FA (DS)
	<u>Accepting Officer</u>	Addl. CGDA (Audit)	CGDA	CGDA	Defence Secretary	Defence Secretary

Note: For the FY 2017-18

1. When the ACDA/DCDA (including IDAS probationer) is directly under the CDA, in that case the CDA will initiate the report and submit it to the Addl. CGDA (Audit) for review and to the CGDA for acceptance.
2. Name of Shri Upendra Sah, IDAS, shall be mapped for Addl. CGDA (Audit).
3. Name of Shri S.K. Kohli, IDAS, shall be mapped for FA(DS).
4. Name of Shri Sanjay Mitra, IAS, shall be mapped for Defence Secretary.
5. In case of STS and JAG level officers working in PCDA/CDA offices, No Acceptance Certificate may be uploaded (please click on 3rd option under Access privilege for manual mode against the Accepting Authority) specifying reason as "The PAR could not be accepted since the Accepting Authority, Smt. Madhulika P. Sukul, IDAS, CGDA, doesn't have the experience of mandatory 90 days to watch the work and conduct of the officer reported upon."
6. In case of SAG/HAG officers working as IFA/PIFA, No review Certificate may be uploaded (please click on 3rd option under Access privilege for manual mode against the Reviewing Officer) specifying reason as "The PAR could not be reviewed since the Reviewing Officer, Smt. Madhulika P. Sukul, IDAS, CGDA, doesn't have the experience of mandatory 90 days to watch the work and conduct of the officer reported upon." **Latest orders on APAR system in IFA set up are enclosed as Annexure-III.**
7. NRC may be prepared for the period 01.02.2018 to 31.03.2018 in respect of officers for whom MTPAR has already been generated in accordance with this HQrs office letter No. AN/I/1058/SPARROW/19 dated 15.01.2018, specifying reason that "The PAR has not been initiated, period being less than 90 days".
8. It is pertinent to mention here that creating correct workflow is of utmost importance. In case of any doubt, please E-mail at sparrow.dad@hub.nic.in or call at 011-25665716/25665566.

No. 10(23)/C/07
Government of India
Ministry of Defence (Finance)
DAD (Coord), South Block, New Delhi

Dated 28th February, 2018

To

The Controller General of Defence Accounts
Ulan Batar Road,
New Delhi.

Subject: APAR system in IFA set up at Command Headquarters and Service Headquarters.

Madam,

I am to refer to office of CGDA UO No. AN/I/1058/4/Vol.VIII(PC-IFA) dated 07.12.2017 on the above subject and to convey the approval of the Competent Authority to adopt the following channel of writing of APARs, notified in DFPDS-2015 in respect of PIFAs/IFAs:

Officer/Command	Reporting Authority	Review Authority	Accepting Authority	Authority competent to consider representation on APAR
PIFAs at SHQ (HAG)	Vice Chief/CISC	CGDA	SDF/FA(DS)	Defence Secretary
IFAs at Comand Hqrs (SAG)	C-in-C	CGDA	SDF/FA(DS)	Defence Secretary
IFAs at SHQ (SAG)	CFA*	CGDA	SDF/FA(DS)	Defence Secretary

Details of reporting officers for respective IFAs at SHQ are:

Concerned Head(CFA)	IFA
QMG	IFA(Q)
DG CG	IFA(CG)
DG MAP	IFA(MAP)
DG AFMS	IFA(MEDICAL)
DG BR	IFA(BR)
VCOAS	IFA(CAPITAL/ARMY)
VCNS	IFA(CAPITAL /NAVY)
DCAS	IFA(CAPITAL/AIRFORCE)

2. Immediate action may please be taken to ensure completion of Confidential Reports of the concerned officers.

Yours faithfully,


(Anu Arora)

AFA (DAD Coord)

Copy to:

Estt./Gp.I

Ministry of Defence, Sena Bahwan, New Delhi

