

**Office of the Controller General of Defence Accounts**  
**Ulan Batar Road, Palam, Delhi Cantt-110 010**

No. AN/I/1058/Online APARs Completion

Date: 12/05/2017

To,  
All IDAS officers  
(through website)

**Subject** : Introduction of SPARROW for completion of APARs in the DAD.

SPARROW system i.e. online writing system of APAR in respect of IDAS officers/SAOs/AOs and AAOs will be implemented phasewise. SPARROW system has been activated in respect of IDAS officers as 1<sup>st</sup> phase.

2. To run this system smoothly, it is requested to kindly follow the instruction given below.
- a) Log in to URL **sparrow-dad.eoffice.gov.in** on Mozilla or Internet Explorer (version 10 or above).
  - b) Log in with NIC e-mail ID and the password (which is used to open NIC e-mail) along with captcha. Login ID will be before @ sign of NIC e-mail ID(e.g. put on **kavitag** instead of kavitag@nic.in).
  - c) Read user manual of SPARROW as available under 'Circular and Orders' tab in the CGDA's website before login to sparrow. User manual is also available under 'Help' tab, which is available after login to Sparrow.
  - d) Read carefully the instructions, FAQ etc under the 'Help' tab as available in **sparrow-dad.eoffice.gov.in** before writing self appraisal. Reporting/reviewing and accepting officers are also requested to read the same before endorsing their remarks.
  - e) The process start with mapping of reporting, reviewing and accepting authority with officer reported upon. This work is to be done by designated PAR manager of your organization for all officers (including officers on proforma strength).
  - f) Second activity is to be done by Custodian who will generate PAR in respect of IDAS officers (including officers on proforma strength) under that organization. Afterwards, officers can write their self appraisal under '**My PAR**' tab. Wherever officers are reporting, reviewing and accepting '**Assess PAR**' tab is to be accessed for endorsing their remarks.
  - g) E-sign facility is enabled, which is linked with Aadhar Number. Officers need to put their Aadhar No. One time OTP will come on their registered mobile phone, which is to be entered. It is a one time activity. In case mobile number has not been linked, kindly contact with nearest Aadhar Centre for linking.

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3. In case change of EMD Manager/PAR Manager/Primary Custodian & Alternative Custodian due to transfer, retirement or any other reasons, the office of PCsDA/CsDA may invariably intimate the same to HQrs. office for necessary action at this end.
4. Generation of APAR through online is to be completed by 25<sup>th</sup> May, 2017 and Self-Appraisal is to be submitted by the officer reported upon to reporting officer by 10<sup>th</sup> June, 2017. Reporting and reviewing officer will submit report by 30<sup>th</sup> June and 31<sup>st</sup> July, 2017 respectively. Finally, accepting officer will complete report by 31<sup>st</sup> August, 2017.
5. Kindly furnish personal details including NIC email, Aadhar No. etc urgently if not furnished earlier, to HQrs. Office.
6. For any queries kindly e-mail to **sparrow.dad@hub.nic.in** or call to Ph.no.011-25665716. Further, helpline no. 1800-111-555 can be used for any assistance or register your complaint at servicedesk.nic.in.



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