



कार्यालय, रक्षा लेखा महानियंत्रक  
उलन बटार रोड, पालम, दिल्ली छावनी -110010  
Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt- 110010



No. AN/I/1058/SPARROW/Vol. II

Date: 20<sup>th</sup> April 2020

To

All PAR Managers/ Custodians of SPARROW (IDAS)

(Through CGDA's Website)

**Subject : Completion of APARs in "SPARROW" for the year 2019-20.**

References from various offices have been received in this HQrs office regarding workflow for processing of APARs for the year 2019-20 in respect of officers (below SAG grade) posted in various Principal Controllers/ Controller offices and IFA set ups.

2. In this regard following workflow may be created. Further timelines as mentioned in the annexure enclosed with DoPT OM No. 21011/02/2015 – Est (A-II) –Part II dated 30.03.2020 shall be followed.

**(A) For IFA organization:**

Sl. No.	Officer reported upon	Reporting officer	Reviewing officer	Accepting Authority
(i)	SAG and above	Executive Authority	CGDA	Secretary Defence Finance.
<b>(ii) Where there is no SAG/HAG level officer available and the IDAS officer (JTS/STS/JAG/NFSG level officer) is designated as IFA</b>				
Addl. IFA/ Jt. IFA/ Sr. Dy. IFA/ Dy. IFA	Executive Authority (Brig. and its Equivalent Ranks in Army/AF/Navy/CG)	Sr. Jt. CGDA (Finance)	Addl. CGDA (Finance)	
	Executive Authority (Major General and its Equivalent Ranks in Army/AF/Navy/CG)	Sr. Jt. CGDA (Finance)	Addl. CGDA (Finance)	
	Executive Authority (Lt. Gen. and its Equivalent Ranks in Army/ AF /Navy/CG)	Addl. CGDA (Finance)	CGDA	
<b>(iii) Where SAG/HAG level officer is available :</b>				
Jt. IFA/ Addl. IFA	IFA/PIFA	Addl. CGDA (Finance)	CGDA	
Dy. IFA/Sr. Dy. IFA	Jt. IFA/ Addl. IFA	IFA/PIFA	Addl. CGDA (Finance)	
<b>Note:</b> In case where Dy. IFA/Sr. Dy. IFA is directly under IFA, then IFA will initiate the report, Sr. Jt. CGDA (Finance) shall review and Addl. CGDA (Finance) will accept the report.				
2. In case where Dy. IFA/Sr. Dy. IFA is directly under PIFA, then PIFA will initiate the report, Addl. CGDA (Finance) shall review and CGDA will accept the report.				

<b>(iv) Officers posted in DRDO:</b>			
Addl./Dy. IFA	IFA Cluster	DG Cluster	CGDA
Addl./Dy. IFA at Independent Stations	IFA of the major Cluster	DG Cluster	CGDA
Dir. (Fin) ASL Hyderabad	Director (ASL)	Addl. (Finance) CGDA	CGDA
DFA, GTRE, Bangalore	Director (GTRE)	Addl. (Finance) CGDA	CGDA

**Note:**

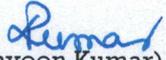
(i) Name of Ms. Gargi Kaul, IA & AS may be mapped as Secretary Defence Finance.  
(ii) Name of Shri Sanjiv Mittal, IDAS may be mapped as CGDA.  
(iii) Name of Ms Anuradha Mitra, IDAS may be mapped as Addl. CGDA (Finance).  
(iv) Name of Shri Nawal Kishore, IDAS may be mapped as Sr. Jt. CGDA (Finance).

2 (B) For officers posted in PCDA/CDA office:

<b>Officer reported upon</b>	<b>Reporting officer</b>	<b>Reviewing officer</b>	<b>Accepting Authority</b>
SAG and above	CGDA	Secretary Defence Finance	Defence Secretary
<b>Officers below SAG level</b>			
ACDA	Jt. CDA/Addl. CDA	CDA/PCDA	Respective Addl CGDA
DCDA	Jt. CDA/Addl. CDA	CDA/PCDA	CGDA
Jt. CDA/ Addl. CDA	CDA/PCDA	Respective Addl CGDA	CGDA

**Note:**

(i) In case ACDA/DCDA (including IDAS Probationer) is directly under PCDA/CDA, then PCDA/CDA will initiate the report as Reporting officer, Respective Addl. CGDA will review the report and CGDA will accept the Report.  
(ii) In case of **SAG level officer posted under PCDA (P) Allahabad**, the report of that SAG level officer shall be initiated by PCDA (P) Allahabad, reviewed by CGDA and accepted by FA(DS)/SDF.  
(iii) In respect of **officers posted at UN Mission**, the report will be initiated by the Commanding officer, Indian Troops Contingent, reviewed by JCDA/Addl. CDA, O/o the PCDA, New Delhi and accepted by PCDA New Delhi.  
(iv) Name of Dr. Ajay Kumar, IAS may be mapped as Defence Secretary.  
(v) Name of Ms Gargi Kaul, IA & AS may be mapped as Secretary Defence Finance.  
(vi) Name of Shri Sanjiv Mittal, IDAS may be mapped as CGDA.

  
(Praveen Kumar)  
Sr. Jt. CGDA (AN)

Copy to:

IT&S Wing (Local):

With request to upload the circular on CGDA's website.

  
(Praveen Kumar)  
Sr. Jt. CGDA (AN)

No.21011/02/2015-Est(A-II)-Part II  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

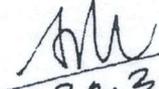
North Block, New Delhi  
30<sup>th</sup> March 2020

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2019-2020.

In continuation of this Department's O.M. No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020 extending the timeline for distribution of blank APAR forms and completion of self-appraisal for Group 'A' officers of Central Civil Services owing to situation arising out of the lockdown due to spread of corona virus, it has been decided, with the approval of the competent authority, that the revised target dates for distribution/online generation, recording and completion of entire APAR process for the year 2019-20 for Group 'A', 'B' and 'C' officers of Central Civil Services shall be as specified in the Annexure. This relaxation is a one-time measure **only** for the APAR year 2019-20, and is subject to the condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-appraisal within stipulated time.

2. It has further been decided that for the APAR year 2019-20, the extended timelines specified in the Annexure **shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 29.02.2020**. They shall be allowed to record their remarks till the respective extended cut-off dates.

  
30.3.2020  
(Sujata Chaturvedi)  
Additional Secretary

All Ministries/Departments/Cadre Controlling authorities of the Government of India  
Copy to :

1. E.O. Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT Website.

**Time schedule for recording and completion of APAR for the year 2019-2020  
for Group 'A', 'B' and 'C' officers of Central Civil Services.**

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms	<b>31<sup>st</sup> May 2020</b> (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	<b>30<sup>th</sup> June 2020</b>
3.	Forwarding of report by reporting officer to reviewing officer	<b>31<sup>st</sup> July 2020</b>
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority(wherever provided)	<b>31<sup>st</sup> August 2020</b>
5.	Appraisal by Accepting Authority, wherever provided	<b>30<sup>th</sup> September 2020</b>
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	<b>10<sup>th</sup> September 2020</b>
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	<b>10<sup>th</sup> October 2020</b>
7.	Receipt of representation, if any, on APAR	<b>15 days from the date of disclosure</b>
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	<b>30<sup>th</sup> September 2020</b>
	(b) Where there is accepting authority for APAR	<b>31<sup>st</sup> October 2020</b>
9.	Disposal of representation by the competent authority	<b>Within one month of the date of receipt of representation by the competent authority</b>
10.	Communication of the decision of the competent authority on the representation by the APAR cell	<b>Within 15 days of finalization of decision by competent authority</b>
11.	End of entire APAR process, after which APAR will be finally taken on record	<b>31<sup>st</sup> Dec 2020</b>

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कायालय, रक्षा लखा महानयत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

Admin Order No. 87

Dated: 17.10.2019

Subject :- Re-distribution of Work.

In supersession of Admin Order No. 85 dated 15.10.2019, re-distribution of work amongst Addl.CGSDA in HQrs office would be as under:-

S.No	Name & Rank	Assignments	Sr.Jt.CGDA/Jt.CGDA
1.	Ms. Anuradha Mitra, IDAS Addl.CGDA	Finance	Shri Nawal Kishore, IDAS Sr.Jt.CGDA
		Navy/CG /Ord.Factory/CSD/IDS	Shri Santosh Kumar, IDAS Jt.CGDA
		Pension/PD/Funds	Shri Kanwaldeep Singh, IDAS, Jt.CGDA
2.	Sh. Rajnish Kumar, IDAS Addl.CGDA	Internal Audit	Shri T K Hangzo, IDAS Sr.Jt.CGDA
		Accounts & Budget, GASAB	Smt. Vinakshi Gupta, IDAS Jt.CGDA
		Offset Audit	Shri Kanwar Sameer Lather, IDAS, Jt.CGDA
		AF/DRDO / IT & Systems	Shri Manish Tripathi, IDAS Jt.CGDA
3.	Sh. J Lhungdim, IDAS Addl.CGDA	Coordination	Smt. Maushumi Rudra, IDAS Jt.CGDA
		HRD	Shri Kanwar Sameer Lather, IDAS, Jt.CGDA
		Army/Works/BR	Shri Puskal Upadhyay, IDAS Jt.CGDA

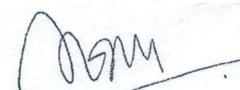
  
(Amit Gupta)  
Sr. Dy.CGDA (AN)

No. AN/IV/4533/7/Vol.VII

Dated: 17.10.2019

Copy to :-

1. SPS to the CGDA
2. PS/PA to Addl.CGDA (AM), Addl.CGDA (RK), Addl.CGDA (JL).
3. PS/PA to Sr. Jt.CGSDA / Jt.CGSDA.
4. PS/PA to Sr.Dy.CGSDA/Dy.CGSDA/Sr.ACGSDA/ACGSDA.
5. All Sections in HQrs office.
6. Admin Order file

  
(Mahesh Kumar)  
Sr.Accounts Officer (AN)