



रक्षा मंत्रालय
Ministry of Defence

रक्षा लेखा महानियंत्रक कार्यालय
उलान बटार मार्ग, पालम, दिल्ली छावनी -110010
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आज़ादी का
अमृत महोत्सव
स्वतंत्रता के 76 वर्ष
76 years of independence

No.: AN-I/PAR/2023-24

Date: 28/02/2024

IMPORTANT CIRCULAR
(THROUGH WEBSITE & WAN)

To,

All PCDA/ CDA offices

Sub: Performance Appraisal Report (PAR) of IDAS officers

At present, generation & completion of PARs in respect of IDAS officers is decentralized. In this system, there have been some instances of delay in PAR generation, selection of incorrect forms, incorrect mapping of workflow etc.

2. To avoid these issues, it has been decided to generate all the PARs for the year 2023-24 and onwards centrally by this HQrs. If any PAR for the year 2023-24 has already been generated by the Controller offices, it will remain valid and will be processed by the PAR manager concerned only as done earlier.

3. In view of the above, it is requested to forward the requisite details as per Annexure-1 & 2 latest by **05/03/2024** so that the PARs for the year 2023-24 can be generated within the timelines. The details (in excel sheet) and the forwarding (duly seen by the PCDA/ CDA) may kindly be sent via email on sparrow.dad@hub.nic.in. Kindly do not forward any hardcopy in this regard.

(Navpreet Kaur)
Sr. Dy. CGDA (Admin)

Copy to:

All IDAS officers - For information please.

ANNEXURE-1

DETAILS OF ASSESSMENT CHANNEL

Sl. No.	Details of the officer		Period of the PAR		Details of Reporting Officer			Details of Reviewing Officer			Details of Accepting Authority			Remarks		
	Name	Designation	SPARROW Code	From Date	To Date	Name	Designation	SPARROW Code	Name	Designation	SPARROW Code	Name	Designation		SPARROW Code	

Note:

1. If an officer has served under more than one reporting, reviewing & accepting authority, kindly provide their details in separate rows duly showing the period.
2. In case any stage is to be assessed by Addl. CGDA, CGDA, FA (DS), Defence Secretary or Raksha Mantri, kindly mention their designation only.
3. SPARROW code of the officers can be obtained from SPARROW portal by the PAR Managers/ EMD Administrators.

