

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

No. AN/I/1058/SPARROW/16

Date: 31 August 2017

To

All IDAS officers
All PAR Managers/ Custodians

(Through CGDA's website)

Subject : Completion of APARs in "SPARROW" for the year 2016-17.

Reference is invited to this HQrs. Office letter No. AN/I/1058/Sparrow/15 dated 17th August 2017 wherein it was enjoined upon all IDAS officers to take timely action in completion of APARs as per timelines prescribed earlier.

2.1 Further PAR Managers/Primary Custodian were requested to generate an alert through SPARROW for submission of self appraisal by the Officer Reported upon and in case the officer fails to submit self-appraisal by 13th July 2017, the PAR Managers/Primary Custodian shall "Force Forward" the same in SPARROW to the Reporting Officer. The same was again requested to be done on immediate basis vide HQrs letter No. AN/I/1058/Sparrow/15 dated 17th August 2017.

2.2 It is noticed that substantial progress has been made in the matter. However, quite a few officers have still not submitted their self-appraisal. In such cases, **PAR Managers/ Primary Custodian shall immediately "Force Forward"** the PAR in SPARROW to the Reporting Officer for writing the PAR without self appraisal. The reasons for not 'Force Forwarding' the PARs pending with the officer reported upon in terms of this HQrs office letter dated 17th August 2017 may be intimated to this HQrs office.

3. The Reporting/Reviewing Officers are also requested to take immediate action for the APARs pending with them and submit the same to Reviewing Officer/Accepting Authority. Accepting Authorities are also requested to take immediate action on the PARs pending with them.

4. It is of utmost importance to adhere to the timeline prescribed for completion of APARs, as every activity is being recorded in the SPARROW. All the officers are, therefore, again enjoined upon to complete the APARs in SPARROW pending with them on an urgent basis.

5. It may also be kindly noted that **APARs for the year 2016-17 are to be completed in SPARROW only** and no physical APAR be initiated.



(Sham Dev)

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