

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

No. AN/I/1058/SPARROW/20

Date: 24th January 2018

To

All PAR Managers/ Custodians of IDAS SPARROW

(Through CGDA's website)

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

Kindly refer to this HQrs office letter No. AN/I/1058/SPARROW/19 dated 15th January 2018.

2. PAR Managers were requested that MTPARs in respect of officers (as per the list enclosed in HQrs office letter dated 15.01.2018) may be generated on SPARROW well before 31.01.2018 so that the officers concerned may write their self appraisal and submit the same on SPARROW by 7th February 2018.
3. Since it is a time bound process, it is requested that the PARs may be generated urgently, so as to avoid any problems at the last moment and technical issues, if any, may be resolved in time.
4. PAR Managers are further requested to generate an alert in SPARROW (as demonstrated in the attached screenshot) with a message "Kindly submit the self appraisal immediately" if the Officer Reported upon has not submitted the self appraisal by due date.

Enclosure: As Above



(S.K Sharma)
For CGDA

Update Aadhaar/Email/Mobile

SPARROW

- Inbox
- Sent
- User Assistance
- PAR

- Generation
- Update Section I
- Tracking
- Force Forward

- Workflow
- Dossier
- DSC
- EMD
- NIC Email Status
- Support@HelpDesk
- Roles Detail

Home > Force Forwarding

Force Forwarding

Standard Representation Referral Memorial To President

Assessment Period* : 2017-2018

Employee Search by : Employee Code Choose Designation Batch Choose Cadre Search

Show 10 Results

S.No.	APAR ID	Officer Detail	Cadre	Sent By	Sent Date	Received By	Current Stage	Expected Due Date	Quick Action
1	E		CENTRAL SERVICES	SUSHIL KUMAR S... (SENIOR ACCOUN...	22/01/2018		Officer Reported Upon	07/02/2018	Alert

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

STEPS FOR GENERATING 'ALERT'

1. CLICK ON PAR
2. CLICK ON FORCE FORWARD

(A) FOR FORCE FORWARDING
 (B) FOR SENDING ALERT

3. TYPE THE OFFICER'S NAME IN BOX 'C' AND CLICK ON 'SEARCH'
4. CLICK ON ALERT (at (B))
5. TYPE THE ALERT MESSAGE AND SUBMIT.