

Most Immediate

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

No. AN/I/1058/SPARROW/13

Date: 15th June 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/Online APARs Completion dated 12th May 2017 (new No. AN-I/1058/Sparrow/8) wherein the following timelines for completion of APARs in "SPARROW" for the year 2016-17 were fixed:

i)	Generation of APARs	25 th May 2017
ii)	Submission of Self Appraisal	10 th June 2017
iii)	Completion by Reporting Officer	30 th June 2017
iv)	Completion by Reviewing Officer	31 st July 2017
v)	Completion by Accepting Authority	31 st August 2017

2. An analysis of the data available in "SPARROW" has revealed that a large number of officers are yet to submit their self appraisals. It is also noticed that in a few cases, the PAR Managers had generated the PAR, but the details of same are not being reflected in "SPARROW".

3. It may kindly be appreciated that post submission of the APAR by the Accepting Authority, a lot of work is required to be done towards completion of the APARs, which has to be completed by 31st December 2017. In case of non-completion of the process by stipulated date, the "SPARROW" system may block further action in APARs which remain to be completed by 31st December 2017.

3. It is, therefore, enjoined upon all the officers to ensure that timely action in completion of APARs as per timelines given above is taken. PAR Managers/ Custodians may also verify the PAR generation data and ensure that generated PARs are duly reflected in inbox of concerned officer.


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