



भारत सरकार  
Govt. of India

रक्षा लेखा महानियंत्रक कार्यालय  
उलान बटार मार्ग, पालम, दिल्ली छावनी -  
110010

प्रशासन (स्थापना -भा.र.ले.से.) अनुभाग  
Office of the Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt. - 110010  
Admin (Estt.-IDAS) Section

वेबसाइट/website: www.cgda.nic.in



रक्षा मंत्रालय  
Ministry of Defence

No.: IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS)

Date: 24/08/2021

**IMPORTANT CIRCULAR**

**THROUGH WEBSITE**

To

All PAR Managers/PAR Custodians (for IDAS)  
All IDAS officers

**Sub: Timely completion of PARs**

**Ref: Circulars issued vide this office of even no. dated 13/04/2021 & 22/06/2021.**

Please refer to this office circular of even no. dated 13/04/2021 wherein the PAR Managers were directed to force-forward the PARs to next level, if the stage was not completed within due dates and it was stated that separate 4-tier forms were being introduced on SPARROW for PARs having dual reporting or dual reviewing.

2. To ensure timely completion of the PARs, it has been decided by the Competent Authority to incorporate **AUTO-FORWARDING** of PARs on SPARROW from assessment year 2020-21. Now, if a stage of a PAR is not completed within the due dates, the PAR will automatically be sent to the next stage by the portal without any manual intervention.
3. A decision has also been taken by the Competent Authority that the 4-tier forms are now not being incorporated on SPARROW. The stages having dual reporting or dual review are to be completed manually as being done earlier. However, to ensure timely completion of such stages, the office concerned may send the PAR to the assessing authority concerned clearly mentioning the due date, as provided in this office circular of even no. dated 22/06/2021. If the assessment is not received within the due date, the same may not be awaited further and a certificate of the stage not being received may be issued by the concerned office immediately. The PAR along with the certificate may immediately be sent to the next authority or uploaded on SPARROW, as the case may be.
4. The timelines for the PARs of the year 2020-21 have already been circulated vide this office circular of even no. dated 22/06/2021. All officers are requested to strictly adhere to the timelines, failing which the PAR will be auto-forwarded to the next level without recording their remarks.

  
(Manish)

Sr. ACGDA (Admin)