



रक्षा मंत्रालय

Ministry of Defence

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

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt. - 110010

स्पैरो / SPARROW: <https://sparrow-dad.eoffice.gov.in>



No: AN-I/PAR/2025-26

Date: 06/02/2026

**IMPORTANT CIRCULAR**

To,

SPARROW Team,  
All PCsDA/CsDA Offices  
(Through WAN/Website/ E-Mail)

**Subject: Generation of APARs in respect of IDAS officers for the year 2025-26.**

**Reference: (i) HQrs office circular bearing no AN/I/1058/APAR dated 05.03.2024 & 24.04.2024.**

**(ii) HQrs office circular bearing no AN-I/PAR/2023-24 dated 20.08.2024**

Kindly refer to this HQrs office circular dated 05.03.2024 and 24.04.2024, cited under reference, vide which PAR channel in respect of IDAS officer was circulated.

2. The existing PAR channel in respect of officers below SAG level, who are directly serving under PIFA/IFA has been revised with the approval of the Hon'ble RM. A consolidated PAR channel in respect of all IDAS officers is attached herewith as Annexure - 'C' for better appreciation.

3. Further, as in the previous years, this office will generate APARs/MTPARs in respect of all IDAS officers centrally. In this regard, the instructions mentioned below may be followed:-

(a) All APAR channels are to be provided in accordance with the new approved channel. Necessary changes will be applied by O/o the CGDA in already generated MTPARs of below SAG officers, who are serving directly under any PIFA/IFA officers and are pending at Self-appraisal or Reporting Stage.

(b) All Principal Controller/Controllers offices are requested to provide the necessary data in attached Annexures (Annexure - 'A', & 'B' (A for APAR channel & details of Executive Officers and B for details of leave, training & Pay). The details in the attached format (strictly in Excel format only) may be provided by **27<sup>th</sup> February 2026** on NIC mail- [sparrow.dad@hub.nic.in](mailto:sparrow.dad@hub.nic.in) positively.

(c) The period of MTPARs/APARs/NRCs may be determined in accordance with HQrs office circular dated 20.08.2024, cited under reference. In this regard, it must be ensured that APAR period and period in which Officer Reported Upon has served under any Reporting Officer must be identical.

Continue... P/2

(d) There may be instances where below SAG officers are working or have worked as officiating SAG (specially in case of IFA offices) and other IDAS officers in the same office report to him/her. In such cases the officiating IFA officer may be mapped as Reporting Officer in the APAR channel of the other IDAS officers.

(e) Similarly, if there are SAG level officers officiating or have served as HAG level posts with other IDAS officers (SAG level) reporting to them, the Reporting channel must be mapped accordingly.

(f) Leave and training details of the officers for the month of March 2026 may be provided in the last week of the same month. Details of online training on IGOT Karmayogi need not to be provided with APAR channel.

(g) Details in respect of officers posted in IFA setup, Bhutan, UN Mission and encadred posts are requested to be submitted by the Proforma Controller office with the approval of PCsDA/CsDA.


(h) Details of IDAS Probationers, who are posted in field offices are also requested to be forwarded for generation of APARs. In this regard, SPARROW team in all Controllers offices are advised to ensure PIMS account & Web VPN in respect of all such Probationers have been created.

**4. Further, all PCsDA/CsDA offices are also requested to submit a Completion Certificate that details of all IDAS officers who are serving under their organization or have served during the Financial Year 2025-26 have been forwarded for the purpose of generation of APARs/MTPARs/NRCs.**

5. It has been observed that in spite of repeated instructions, Controller offices do not provide data promptly as stipulated vide Circular dated 20.08.2024 which has been viewed seriously. In this regard, if any data has been left out for generating MTPARs, the same may please be provided on or before **20<sup>th</sup> Feb, 2025**.

This is for necessary action and compliance please.

Encls: As above.

  
(Kavya Tangirala)  
Sr. ACGDA (Admin)

## Name of Performa Controller

### DETAILS OF ASSESSMENT CHANNEL

Sl. No.	Details of the IDAS officer			Period of the PAR		Reporting Officer		Reviewing Officer		Accepting Officer		Remarks	Complete Postal Address of Executive Authority with PIN Code (In IFA Channel)
	Name	Designation	SPARROW Code	From Date	To Date	Name (Rank & Decoration in case of Executive Authority)	Designation	Name	Designation	Name	Designation		

#### **Important Instructions :**

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 (Please do not merge row & cell, use separate row).
2. PAR period must be similar to the period of Officer serve under any Reporting Officer.
3. In case any stage is to be assessed by Addl. CGDA(Audit/HRD/Fin./IT), CGDA, FA (DS), Defence Secretary or Raksha Mantri, kindly mention their designation only.
4. SPARROW code of the officers can be obtained from SPARROW portal by the PAR Managers/ EMD Administrators.
5. Please fill all the date in excel cell as date format **(DD.MM.YYYY)**
6. Please provide complete postal address of Executive Authority with Pin Code in case of IFA channel.

## Name of Performa Controller

### BASIC DETAILS (as per PAR period)

Sl. No.	Details of the IDAS officer			Pay Details (In PAR Period)		Leave/ Absence Details (In PAR Period)				Training Details (In PAR Period)			
	Name	Designation	SPARROW Code	Pay Level	Basic Pay	Leave Type	From Date	To Date	Remarks	From Date	To Date	Institute Name	Subject

### **Important Instructions :**

1. If an officer has more than one period of leave & training, kindly provide their details in separate rows duly showing the period (Please do not merge row & cell, use separate row).
2. Date format for all the date should be as **(DD.MM.YYYY)**
3. Details of CL & RH need not to be provided.

**Annexure with CGDA HQrs circular no. AN-I/PAR/2025-26 dated 06/02/2026****Revised PAR channel in respect of IDAS officers****IFA OFFICES:**

Level	Self Appraisal	Reporting	Review	Acceptance
Below SAG	Dy. IFA to Addl. IFA (if posted as independent IFA)	Executive Authority (for DRDO- upto Scientist 'G') (for services- upto Maj. Gen. & equivalent)	Administrative IFA	Addl. CGDA (Fin.)**
		Executive Authority (for DRDO- Scientist 'H') (for services- Lt. Gen. & equivalent)	Sr. Jt. CGDA (Fin.)*	
	Dy. IFA to Addl. IFA (if posted under IFA/ PIFA)	Pr. IFA	Addl. CGDA (Fin.)	CGDA
		IFA (Capital/SHQ/DGAFMS/DG MAP, Projects/Command)	Sr. Jt. CGDA (Fin.)*	Addl. CGDA (Fin.)**
		IFA (Corps/Area)		
		Cluster IFA (DRDO)		
	Dir. (Fin.) ASL Hyderabad	Director (ASL)	Addl. CGDA (Fin.)	CGDA
	DFA, GTRE Bengaluru	Director (GTRE)		
	FA to DGNP	DGNP		
SAG/ HAG	Pr. IFA	Executive Authority (Vice Chief of Services)	CGDA	FA (DS)
	IFA (Capital/SHQ/DGAFMS/ DG MAP/ Project Varsha, P-75, P-SB/Command)	Executive Authority (VCOAS, DCAS, VCNS), Director General, C-in-Cs (GOC-in-C/FOC-in-C/AOC-in-C)	CGDA	FA (DS)
	Cluster IFA (DRDO)	DG Cluster (DRDO)	CGDA	FA (DS)
	IFA (Corps)	Executive Authority	Addl. CGDA (Fin.)	CGDA

**UN MISSION: (No Change)**

Level	Self Appraisal	Reporting	Review	Acceptance
JTS/ STS	ACDA/ DCDA	Commanding Officer, Indian Troops Contingent	Jt. CDA/ Addl. CDA (O/o the PCDA New Delhi)	PCDA New Delhi

**OTHER OFFICES: (No Change)**

Level	Self Appraisal	Reporting	Review	Acceptance
Below SAG	(Sr.) ACGDA (AN)	(Sr.) Dy. CGDA (AN)	(Sr.) Jt. CGDA (AN)	CGDA
	(Sr.) ACGDA (AN) (if reporting to Sr. Jt. CGDA) (Sr.) Dy. CGDA (AN)	(Sr.) Jt. CGDA (AN)	CGDA	CGDA
	Other JTS/ STS	JAG/ JAG (SG)	SAG (under HAG)	HAG
			Other SAG/ HAG	Addl. CGDA/ Special CGDA
	Other JTS/ STS (if reporting to SAG/ HAG) JAG/ JAG (SG)	SAG (under HAG)	HAG	Addl. CGDA/ Special CGDA
		Other SAG/ HAG	Addl. CGDA/ Special CGDA	CGDA
SAG (under HAG)	CDA/ Jt. CGDA (if under PCDA/ Sr. Jt. CGDA)	PCDA/ Sr. Jt. CGDA	Addl. CGDA/ Special CGDA	CGDA
Other SAG/ HAG	Other CDA/ Jt. CGDA PCDA/ Sr. Jt. CGDA	Addl. CGDA/ Special CGDA	CGDA	FA (DS)
	(Sr.) Jt. CGDA (AN)	CGDA	FA (DS)	Defence Secretary
HAG+	Addl. CGDA	CGDA	FA (DS)	Defence Secretary
APEX	Special CGDA	CGDA	FA (DS)	Defence Secretary
	CGDA	FA (DS)	Defence Secretary	Raksha Mantri

**Note:**

1. Mapping of Jt. CGDA/ Sr. Jt. CGDA or Addl. CGDA will depend on the domain assigned to them.
2. Special CGDA has been allotted domain of Inspection & Pension.
3. PAR channel of officers posted in deputation will be created as applicable in borrowing department.

If there is no Sr. Jt. CGDA (IFA), but an SAG level officer is posted as Jt. CGDA (Fin.) then:-

\* (a) The Addl. CGDA (IFA) may be mapped in the place of Sr. Jt. CGDA (IFA) as Reviewing Officer.

\*\* (b) In such eventualities, the CGDA may be mapped in the place of Addl. CGDA (IFA) as Accepting Officer.