



रक्षा लेखा महानियंत्रक कार्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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No. AN/XIII/13133/Misc/SPARROW/2025/Phase 4

Date: 17.02.2026

To

All PCsDA/CsDA

(Through CGDA Website)

Subject: Implementation of IVth Phase of SPARROW (Online APAR) for processing of APAR for remaining posts in DAD w.e.f. reporting year 2025-26.

SPARROW (Smart Performance Appraisal Report Recording Online Window) has been implemented in a phased manner in the Department. Initially, the SPARROW portal was made operational for Group 'A' IDAS Officers of the Department in Phase-I during the year 2017. Subsequently, the project was implemented for the then Group 'B' Gazetted Officers of the Department (SAO/AO/AAO) in Phase-II w.e.f. Reporting Year 2017-18. Thereafter, in Phase-III, SPARROW was implemented for Senior Auditors and Auditors of the Department w.e.f. reporting Year 2020-21.

2. Now, it has been decided by the Competent Authority to implement the IVth Phase of the SPARROW w.e.f. reporting year 2025-26 for all remaining categories of employees who are presently not on-board the SPARROW portal. This will cover AD (OL), Supervisors (A/Cs), STO, JTO, Librarian, Clerk, DEO-B & C, PPS, SPS, PS, Steno-I & II, Drivers, MTS and Wet Canteen employees, etc. in DAD.

3. Accordingly, PCsDA/CsDA are requested to obtain and compile the data in respect of the above categories of employees so that WEBVPN accounts may be created by the HQrs Office in consultation with NIC. The format for collection of data is enclosed as **Annexure 'A'** to this letter. The compiled data may be furnished in an Excel sheet and the soft copy of the same may also be forwarded to HQrs Office through email at **sparrowb.dad@hub.nic.in** latest by **27.02.2026**.

4. It may also be ensured that all out efforts are made at PCsDA/CsDA level to ensure that no employee is left out of the exercise. The data so collected should be free from errors, especially with regard to Account Number, Mobile Number and Email ID of the employees. The Mobile Number provided must be linked with the NIC Email ID and Aadhaar Number of the employee to enable validation while accessing the SPARROW portal. Further instructions on the subject will follow.

5. This issues with the approval of the Competent Authority.

21/02/26
17/2/26
(Sandeep Sheoran)
Sr. Asstt. CGDA (AN)

Annexure 'A'							
Sl No	Name of the Organization	Name of the employee	Designation	Account Number	Mobile Number (Linked with AADHAR/NIC email ID)*	Email ID (only NIC email ID)	Service ** (DAD Group A&B Gazetted DAD Group B&C Non Gazetted)
1	2	3	4	5	6	7	8

Note:

- (i) * The Mobile number should be linked with NIC Email ID and AADHAR number of the employee to validate the various stages of APAR through SMS etc.
- (ii) The email ID should be Official email ID on NIC domain.
- (iii) The Account Number of 07 digits may be used. Prefix '9' may not be added.
- (iv) ** In Column '8', please write category as follows:

DAD Group A & B Gazetted in case of AD (OL)/PPS/SPS/PS

DAD Group B&C Non Gazetted in case of DEO B&C, STO/JTO, Steno-I&II, Librarian, Supervisor (A/Cs), Car Drivers, Clerk, MTS, Wet Canteen employees etc.

- (v) Soft copy of the above data in excel format may be mailed to sparrowb.dad@hub.nic.in positively.