

Important Circular

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

No. AN-1/1058/Online APAR Completion

Date:20/03/2017

All IDAS Officers

(excluding who have already sent information)

(through CGDA's web-site)

Subject:- Introduction of SPARROW for completion of APARs in the DAD.

Kindly refer to this office circular of even no. dated 18.01.2017 (Copy enclosed) under which it was requested to furnish the information regarding personal details of the officers and details of their reporting channel in the Annexure-AA and Annexure-AB (in MS-Excel Files) through e-mail on an1-pinklist.cgda@nic.in.

2. In this connection, it is pertinent to mentioned that the details in respect of maximum number of IDAS officers have been received. However, details in respect of some IDAS officers are still awaited.
3. It is, therefore, requested to kindly furnish the requisite details in respect of IDAS officers who have not submitted their details, in Annexure-AA (attached) and details of Reporting Channel in Annexure-AB (attached) in MS-Excel file through e-mail on an1-pinklist.cgda@nic.in at the earliest, as the HQrs. is going to implement SPARROW system w.e.f. 01.04.2017.
4. Your kind co-operation is requested.



**(Kavita Garg)
Senior Deputy CGDA (AN)**

OFFICE OF THE
CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt. - 110010

No. AN-I/1058/Online APAR Completion

Date: 18.01.2017

To,

All PCsDA/CsDA & equivalent

(through CGDA's web-site)

Subject: Introduction of SPARROW for completion of APARs in the DAD.

Kind reference is invited to the HQrs office important circular of even number dated 21.11.2016 & 22.11.2016 and reminder dated 15.12.2016, on the above subject. In order to implement the directions of the Government of India for switching to SPARROW, the information, as per the under-mentioned formats, may please be completed and sent, within the specified time-limits, through e-mail on an1-pinklist.cgda@nic.in. **THESE DETAILS ARE REQUIRED IN MS-EXCEL FILES ONLY.**

| Sl. No. | Annexure | Details | Time-Limits | | |
|---------|----------|------------------------------|-------------|------------|------------|
| | | | Group 'A' | Group 'B' | Group 'C' |
| 1. | AA | Data regarding an officer | 24.01.2017 | 17.02.2017 | 17.03.2017 |
| 2. | AB | Details of Reporting Channel | 24.01.2017 | 17.02.2017 | 17.03.2017 |

The data in Annexure 'AA' in respect of the IDAS officers has been completed, as per details available in HQrs office, which has been sent through e-mail to each PCDA/CDA for further completion and return by above date.

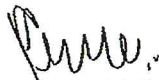
2. It is also to be informed that the SPARROW is likely to be run on 'test-basis' for the Department during the first week of February, 2017. The database of IDAS officers shall be utilized for the purpose, which also necessitates availability of data on time.

3. It is also requested to nominate one IDAS officer as the Nodal Officer for dealing with the SPARROW related matters. The name, designation, mobile No., telephone no., fax no. and e-mail id of the officer may please be intimated by 19.01.2017 through e-mail on an1-pinklist.cgda@nic.in. The nominated officer may please be directed to go-through the user manual on 'SPARROW' available on DoP&T's web-site for a fair knowledge of the existing system, which shall be customized as per need of the DAD. The nominated officer would be asked to come to HQrs office for 'Hands-on-training' on SPARROW for DAD shortly.

4. It is also pertinent to inform that from the reporting year 2016-17, the APARs would be completed online through SPARROW only. No physical movement of APAR forms would be undertaken. In case of non-availability of the above data, it may not be possible to initiate APAR for the reporting year 2016-17 and thus the officer may forfeit his/her right to submit the APAR after the dates specified by the DoP&T. As such, the officer concerned would be personally liable for such non-initiation and consequent results for delay, etc., in career progression as well as other service matters. As such, all the officers and staff serving under your control (including those on proforma strength of your organization) may please be directed to provide correct information immediately. The changes, if any, may also be informed by them, as and when required so that the APARs are completed in a time-bound and correct manner.

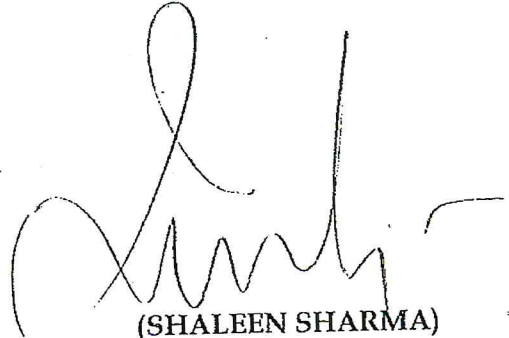
5. This may please be accorded 'Top Priority'.

6. This issues with the approval of the CGDA.


(SHAM DEV)
Joint CGDA (AN)

Copy to:

1. Dy. CGDA (AN) (Local) - With a request for similar action as above in respect of the officers and staff serving in o/o the CGDA, Delhi Cantt.
2. All IDAS Officers - With a request for urgent action in above regard under intimation to their PCDA/CDA (proforma PCDA/CDA).
(through e-mail)


(SHALEEN SHARMA)
For CGDA

| | | Annexure ' BA' |
|------------|--------------------------|--|
| Column No. | | Description |
| 1 | Sl. No. | Indicate Sl. No. |
| 2 | Employee Code | (i) Indicate GPF A/c No./PRAN of the officer (for IDAS officers). (ii) Indicate Service Account No. of the officers and staff upto SAO/PPS level |
| 3 | Appellation | Shri/Smt./Kumari/Dr. |
| 4 | Employee Name | Name of the officer. |
| 5 | NIC Email ID | Indicate NIC e-mail ID. |
| 6 | Gender | Male/Female. |
| 7 | Father's Name | Name of father of the officer. |
| 8 | Date of Birth | Date of birth of the officer. |
| 9 | Nationality | Indian |
| 10 | Religion | Indicate religion viz. Hindu/Muslim/Christian/Buddhist/etc. |
| 11 | Category | (i) In terms of DoP&T O.M. No.21011/9/97-Estt.(A) dated 17.02.1999, 'SC/ST column' in respect of Group 'A' officers, were deleted. Hence, this column is not required to be filled for Group 'A' officers. (ii) Please indicate category for the officers and staff upto SAO/PPS level |
| 12 | Service | Indicate as applicable (Please see Annexure 'BB') |
| 13 | Aadhar No. | Indicate Aadhar No. of the officer |
| 14 | Organization | Indicate name of PCDA/CDA/IFA under whose control the officer is working. |
| 15 | Organization From date | Indicate the date from which he is working in the office of the PCDA/CDA/IFA. |
| 16 | Designation | Indicate designation/present post of the officer. |
| 17 | Designation Joining Date | Indicate the date from which he is working in the present post. |
| 18 | Type of Appointment | Fill present Grade: Apex/HAG+/HAG/SAG/JAG (NFSG)/JAG/STS/JTS/SPS/SAO/AO/PS/AAO |
| 19 | Appointment Order Date | Indicate date of present grade of the officer. |
| 20 | Mobile No. | Indicate Mobile No. linked with Aadhar No./NIC e-mail ID. |
| 21 | Roles | To be assigned by HQrs. Office. |
| 22 | Allotment Year | (i) Indicate allotment year of IDAS. (ii) For others '0' (zero) |
| 23 | Present Pay | Indicate present pay of the officer. |
| 24 | Level of pay | Indicate level of pay as per 7th CPC. |

| | | Annexure BB |
|----------------|--------------------|---|
| Sl. No. | | Designation |
| 1 | S (DF) | Secretary (Defence Finance) |
| 2 | FA (DS) | Financial Adviser (Defence Services) |
| 3 | CGDA | Controller General of Defence Accounts |
| 4 | Addl. CGDA | Additional Controller General of Defence Accounts |
| 5 | PCDA | Principal Controller of Defence Accounts |
| 6 | PIFA | Principal Integrated Financial Adviser |
| 7 | PCA (Fys.) | Principal Controller of Accounts (Factories) |
| 8 | Jt. CGDA | Joint Controller General of Defence Accounts |
| 9 | CDA | Controller of Defence Accounts |
| 10 | IFA | Integrated Financial Adviser |
| 11 | CoA (Fys.) | Controller of Accounts (Factories) |
| 12 | IFA (Fys.) | Integrated Financial Adviser (Factories) |
| 13 | CFA (Fys.) | Controller of Finance and Accounts (Factories) |
| 14 | CIA (Fys.) | Chief Internal Auditor (Factories) |
| 15 | Addl. CA (Fys.) | Additional Controller of Accounts (Factories) |
| 16 | Addl. CDA | Additional Controller of Defence Accounts |
| 17 | Sr. Dy. CGDA | Senior Deputy Controller General of Defence Accounts |
| 18 | Addl. CF&A (Fys.) | Additional Controller of Finance and Accounts (Factories) |
| 19 | Addl. CIA (Fys.) | Additional Chief Internal Auditor (Factories) |
| 20 | Jt. CDA | Joint Controller of Defence Accounts |
| 21 | Dy. CGDA | Deputy Controller General of Defence Accounts |
| 22 | Jt. IFA | Joint Integrated Financial Adviser |
| 23 | Jt. CoA (Fys.) | Joint Controller of Accounts (Factories) |
| 24 | Jt. CF&A (Fys.) | Joint Controller of Finance and Accounts (Factories) |
| 25 | Jt. CIA (Fys.) | Joint Chief Internal Auditor (Factories) |
| 26 | Sr. Dy. IFA | Senior Deputy Integrated Financial Adviser |
| 27 | Dy. CDA | Deputy Controller of Defence Accounts |
| 28 | Dy. CoA (Fys.) | Deputy Controller of Accounts (Factories) |
| 29 | Dy. CF&A (Fys.) | Deputy Controller of Finance and Accounts (Factories) |
| 30 | Sr. ACGDA | Senior Assistant Controller General of Defence Accounts |
| 31 | Sr. Dy. IFA | Senior Deputy Integrated Financial Adviser |
| 32 | Dy. CIA (Fys.) | Deputy Chief Internal Auditor (Factories) |
| 33 | Asstt. IFA | Assistant Integrated Financial Adviser (Factories) |
| 34 | Dy. IFA | Deputy Integrated Financial Adviser |
| 35 | Asstt. CDA | Assistant Controller of Defence Accounts |
| 36 | Asstt. CoA (Fys.) | Assistant Controller of Accounts (Factories) |
| 37 | Asstt. CF&A (Fys.) | Assistant Controller of Finance and Accounts (Factories) |
| 38 | Asstt. CIA (Fys.) | Assistant Chief Internal Auditor (Factories) |
| 39 | Asstt. CDA (P) | Assistant Controller of Defence Accounts (on Probation). |
| 40 | IDAS (P) | Probationer |