

Most Immediate

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

No. AN/I/1058/SPARROW/15

Date: 17th August 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/Sparrow/14 dated 10<sup>th</sup> July 2017 wherein it was enjoined upon all IDAS officers to take timely action in completion of APARs as per timelines prescribed earlier.

2.1 Further PAR Managers/Primary Custodian were requested to generate an alert through SPARROW for submission of self appraisal by the Officer Reported upon and in case the officer fails to submit self-appraisal by 13<sup>th</sup> July 2017, the PAR Managers/Primary Custodian shall "Force Forward" the same in SPARROW to the Reporting Officer.

2.2 It is noticed that substantial progress has been made in the matter. However, quite a few officers have still not submitted their self-appraisal. In such cases, **PAR Managers/ Primary Custodian shall immediately "Force Forward"** the PAR in SPARROW to the Reporting Officer for writing the PAR without self appraisal..

3. The Reporting/Reviewing Officer are also requested to take immediate action for the APARs pending with them and submit the same to Reviewing/Accepting Officer.

4. It is of utmost importance to adhere to the timeline prescribed for completion of APARs, as every activity is being recorded in the SPARROW. All the officers are, therefore, again enjoined upon to complete the APARs in SPARROW as per schedule mentioned in this HQrs Circular No. AN/I/1058/SPARROW/13 dated 15<sup>th</sup> June 2017 so that completion of PAR by the Accepting Authority may be done latest by 31<sup>st</sup> August 2017.

5. It may also be kindly noted that **APARs for the year 2016-17 are to be completed in SPARROW only** and no physical APAR be initiated.



(Sham Dev)

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