

## रक्षा लेखा महानियंत्रक / Controller General of Defence Accounts

उलान बटार रोड़, पालम, दिल्ली छावनी / Ulan Batar Road, Palam, Delhi Cantt - 110 010.

No AN/XIII/13133/Misc/SPARROW/2017

Dated:22 .01.2020

To

All Pr. Controllers/Controllers/CsFA (Fys)  
(Through CGDA's web-site)

Sub: Introduction of SPARROW for completion of APARs in r/o all  
Sr. Auditors/Auditors of DAD.

Ref:- In continuation of this HQrs Office letter of even no dated  
25.10.2019.

Reference is invited to this HQrs office important circular cited under reference wherein it is requested to forward a compliance report to this HQrs office on or before 15.12.2019. In this regard, it stated that compliance report has not been received from some of the Pr.Controllers/Controllers. It is, therefore, requested to expedite the same by 24 .01.2020 positively, if not already sent.

2. Further, it is also requested to intimate the name of the officers, who will perform under mentioned roles in each controller offices by return mail, so as to enable this HQrs office to take up the matter with NIC for further necessary action:-

Sl No.	Role	Responsibility	Preferable officer
1.	Employee Management Data (EMD) Manager	He is responsible for entering the data and update the data base.	SAO/AO/AAO
2.	PAR Manager/Primary Custodian	Create the PAR/Update the workflow / delete the workflow, if required.	SAO/AO/AAO
3.	Alternative Custodian	Create the workflow/PAR	SAO/AO/AAO
4.	Dossier Access Authority	Access the dossier of completed APARs	SAO/AO/AAO
5.	EMD verifier	Rectification of data, transfer in or transfer out of the staff	SAO/AO/AAO

- Note: i. EMD Manager (Sl. No. 1) and EMD Verified (Sl. No. 5) should not be the same officer.
- ii. Only one officer can be designated as PAR Manager/Primary Custodian.
- iii. EMD Manager and Alternative Custodian can be allotted to multiple officers.
- iv. The officials who are already performing the roles mentioned under column no. 2 of table in respect of SAO/AO/AAO can also be assigned (to be nominated again) similar or different roles in respect of SA/Adr.
3. The above activities may please be completed immediately and requisite details as per Para 2 above may be forwarded to HQrs office through e-mail on [sparrowb.dad@hub.nic.in](mailto:sparrowb.dad@hub.nic.in) on or before 24.1.2020.
4. Further, it is reiterated that the SPARROW is to be implemented in respect of all Sr. Adr/Adr in the 3<sup>rd</sup> phase from the reporting year 2019-20 and as such manual form of APARs in respect of SA/Adr may not be circulated.
5. Matter may please be accorded 'Top Priority'.

(Rajeev Ranjan Kumar)

Dy.CGDA(AN)