



रक्षा मंत्रालय  
Ministry of Defence

रक्षा लेखा विभाग मुख्यालय  
उलान बटार मार्ग, पालम, दिल्ली छावनी –110010  
कार्मिक (का.नि.मूरि.) अनुभाग  
Defence Accounts Department Headquarters  
Ulan Batar Road, Palam, Delhi Cantt. – 110010  
Personnel (PAR) Section  
वेबसाइट/website: www.cgda.nic.in



स्वतंत्रता का 75 वां वर्ष  
75<sup>th</sup> year of independence

No.: Pers./IDAS/PAR/Corr./2021-22

Date: 31/03/2022

**(THROUGH WEBSITE)**

To

All PAR Managers (for IDAS)  
All IDAS officers

**Sub: Generation of Performance Appraisal Reports (PAR) of IDAS officers for 2021-22**

This office is in receipt of telecons/emails regarding workflow of IDAS officers for generation of PARs for the year 2021-22.

2. Reference is invited to this HQrs circular no. IDAS-PAR0Corr(FY20)/1/2020-AN (E-IDAS) dated 28/05/2021 regarding workflow of PARs of IDAS officers. However, keeping in view the doubts of the offices and consequent upon corporatization of the OFB, necessary clarifications for correct mapping and timely completion of PARs are as under:

**2.1. Workflow of PAR:** This Hqrs. ibid circular dated 28/05/2021 may be referred by the PAR Managers for generating PARs of IDAS officers. The PARs of officers posted in OFB setup till 30/09/2021 may be generated in lines of Para 1 (F) of the ibid circular.

**2.2. Workflow for PARs of officers posted in Ordnance Factory setup after corporatization of OFB:** After corporatization of OFB w.e.f. 01/10/2021, the workflow of PARs for officers posted in Factory setup would be as under:

Self appraisal	Reporting	Review	Acceptance
ACFA/ DCFA/ JCFA/ Addl. CFA	JCFA/ Addl. CFA	PCA (Fys.)	Respective Addl. CGDA
	PCA (Fys)	Respective Addl. CGDA	CGDA
CoA	PCA (Fys.)	CGDA	FA (DS)
PCA (Fys.)	CGDA	FA (DS)	FA (DS)

**2.3. Officers on posts relevant for workflow of PARs during 2021-22:** A list of officers posted as Defence Secretary, FA (DS), CGDA, Respective Addl. CGsDA and Sr. Jt. CGDA (Fin.) is attached as ANNEXURE to this circular.

**2.3.1. Workflow of PARs to be assessed by Addl. CGDA (HRD):** The PARs, which are to be accepted by the Addl. CGDA (HRD) as per Para 1 (D) of this HQrs. ibid circular dated 28/05/2021; may be mapped to the CGDA for acceptance. While the PARs, which are to be reviewed by the Addl. CGDA (HRD) and accepted by the CGDA; may be mapped to the CGDA for review and acceptance both.



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अमृत महोत्सव  
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75<sup>th</sup> year of independence

**2.3.2. Workflow of PARs to be assessed by Sr. Jt. CGDA (Fin.):** The PARs, which are to be reviewed by the Sr. Jt. CGDA (Fin.) and accepted by the Addl. CGDA (Fin.) as per Para 1 (B) (ii) of this HQrs. ibid circular dated 28/05/2021; may be reviewed by the Addl. CGDA (Fin) and accepted by the CGDA.

**2.4. Timely completion of PARs:** The PARs are to be completed by the timelines provided in DoPT OM No. 21011/1/2005 – Estt. (A) (Pt. II) dated 23/07/2009 (Copy enclosed). In terms of the ibid OM, important timelines for completion of PARs are shown as under:

Activity	Due date
Self-appraisal	15/04/2022
Reporting	30/06/2022
Review	31/07/2022
Acceptance	31/08/2022

In order to ensure timely completion of PARs, it has been decided to incorporate 'Auto forwarding' on SPARROW. If a stage of a PAR is not completed by the due date, the PAR will be automatically forwarded by the SPARROW portal to the next stage.

3. All PAR Managers are requested to ensure correct mapping of PARs. If any discrepancy is noticed, the workflow may immediately be updated accordingly. All IDAS officers are requested to check the workflow of their PARs by clicking 'Workflow Details' above the PAR Form. If any discrepancy is noticed, the same may be communicated immediately to the PAR Manager concerned.

4. All IDAS officers are requested to strictly adhere to the timelines prescribed by the DoPT ibid OM dated 23/07/2009 failing which the PARs will be auto forwarded to the next level without recording their remarks.

5. In case any further assistance is required, the PAR Managers and/or the IDAS officers may send an email to this office on [SPARROW.DAD@HUB.NIC.IN](mailto:SPARROW.DAD@HUB.NIC.IN) .

(Shashi Mauli Chaubey)  
Sr. ACGDA (Pers.-1)

**ANNEXURE to DAD HQrs circular no. Pers./IDAS/PAR/Corr./2021-22 Dated 31/03/2022**

**Officers on posts relevant for wokflow of PARs (2021-22)**

Post	Officer's details			Period		Remarks
	Name (Dr./Shri)	Service	Sparrow Code	From	To	
Defence Secretary	Ajay Kumar	IAS	01KL015900	01-04-2021	Contd.	
FA (DS)	Sanjiv Mittal	IDAS	IDAS1556	01-04-2021	Contd.	
CGDA	Rajnish Kumar	IDAS	IDAS1560	01-04-2021	Contd.	Officiating CGDA (till 25/07/2021) Regular CGDA (w.e.f. 26/07/2021)
Addl. CGDA (Senior most)	Alok Chaturvedi	IDAS	IDAS1593	01-04-2021	30-06-2021	Retired on 30/06/2021
	Avinash Dikshit	IDAS	IDAS1615	01-07-2021	Contd.	
Addl. CGDA (Pension)	Avinash Dikshit	IDAS	IDAS1615	01-04-2021	30-06-2021	
	Praveen Kumar	IDAS	IDAS1626	01-07-2021	Contd.	
Addl. CGDA (IT&S)	Avinash Dikshit	IDAS	IDAS1615	01-04-2021	Contd.	
Addl. CGDA (Audit Coord)	Avinash Dikshit	IDAS	IDAS1615	01-04-2021	30-09-2021	Internal Audit has been merged in Audit Coord w.e.f. 01/04/2021.
	Praveen Kumar	IDAS	IDAS1626	01-10-2021	08-03-2022	
	Avinash Dikshit	IDAS	IDAS1615	09-03-2022	Contd.	
Addl. CGDA (Fin.)	Alok Chaturvedi	IDAS	IDAS1593	01-04-2021	30-06-2021	Retired on 30/06/2021
	Praveen Kumar	IDAS	IDAS1626	01-07-2021	Contd.	
Addl. CGDA (Army/BR/Works)	Avinash Dikshit	IDAS	IDAS1615	01-04-2021	30-06-2021	
	Praveen Kumar	IDAS	IDAS1626	01-07-2021	30-09-2021	
Addl. CGDA (AF/DRDO/OFB/CSD)	Alok Chaturvedi	IDAS	IDAS1593	01-04-2021	30-06-2021	Retired on 30/06/2021
	Avinash Dikshit	IDAS	IDAS1615	01-07-2021	30-09-2021	
Addl. CGDA (Navy/CG/IDS)	Avinash Dikshit	IDAS	IDAS1615	01-04-2021	30-09-2021	
Addl. CGDA (Funds)	Avinash Dikshit	IDAS	IDAS1615	01-04-2021	30-06-2021	
	Praveen Kumar	IDAS	IDAS1626	01-07-2021	30-09-2021	
Addl. CGDA (Pay & Allowances)	Avinash Dikshit	IDAS	IDAS1615	01-10-2021	08-03-2022	
	S. G. Dastidar	IDAS	IDAS1627	09-03-2022	Contd.	
Addl. CGDA (HRD)	Please refer Para 2.3.1 of this HQrs. Circular No. Pers./IDAS/PAR/Corr./2021-22 Dated 31/03/2022.					
Sr. Jt. CGDA (Fin.)	Please refer Para 2.3.2 of this HQrs. Circular No. Pers./IDAS/PAR/Corr./2021-22 Dated 31/03/2022.					

**Note: Army/BR/Works, AF/DRDO/OFB/CSD, Navy/CG/IDS and Funds Wings/Sections have been merged in Pay & Allowances Wing.**



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प्रशासन (संगठन-भा.र.ले.से.) अनुभाग  
Office of The Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt. – 110010  
Admin (Estt.-IDAS) Section  
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Ministry of Defence

No.: IDAS-PAR0Corr(FY20)/1/2020-AN (E-IDAS)

Date: 28/05/2021

**(THROUGH WEBSITE)**

To,

The PAR Managers (for IDAS)  
All IDAS officers

**Sub: Workflow for Performance Appraisal Report (PAR) of IDAS officers**

To facilitate the PAR Managers for correct mapping of PARs, channels for Performance Appraisal Report (PAR) for IDAS officers have been consolidated and provided below:

**(A) Workflow in respect of IDAS officers posted in DRDO setup:**

Self appraisal	Reporting	Review	Acceptance
Dy. IFA/Addl. IFA	IFA Cluster	DG Cluster	CGDA
Dy. IFA/Addl. IFA (at independent stations)	IFA of the major cluster	DG Cluster	CGDA
IFA DRDO HQ	DG (R&M)	Secretary (DRDO)	SDF/ FA(DS)
IFA Cluster	DG Cluster	CGDA	SDF/ FA(DS)
Director (Fin.) ASL Hyderabad	Director (ASL)	Addl. CGDA (Fin.)	CGDA
DFA, GTRE Bangalore	Director (GTRE)	Addl. CGDA (Fin.)	CGDA

**(B) Workflow in respect of IDAS officers posted in IFA setup:**

**i. For SAG & above officers:**

Self appraisal	Reporting	Review	Acceptance
IFA / PIFA	Executive Authority	CGDA	SDF/ FA(DS)

**ii. For officers below SAG:**

**a) Where SAG/HAG level officer is posted as IFA/PIFA:**

Self appraisal	Reporting	Review	Acceptance
Dy. IFA/ Sr. Dy. IFA	Jt. IFA/ Addl. IFA	IFA/ PIFA	Addl. CGDA (Fin.)
Dy. IFA/ Sr. Dy. IFA (If directly under IFA/ PIFA)	IFA	Sr. Jt. CGDA (Fin.)	Addl. CGDA (Fin.)
	PIFA	Addl. CGDA (Fin.)	CGDA
Jt. IFA/ Addl. IFA	IFA/ PIFA	Addl. CGDA (Fin.)	CGDA



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**b) Where the officer below SAG is designated as IFA:**

Self appraisal	Reporting	Review	Acceptance
Dy. IFA/ Sr. Dy. IFA/ Jt. IFA/ Addl. IFA	Executive Authority (Brigadier/ Major General and equivalent ranks in Navy/ AF/ Coast Guard)	Sr. Jt. CGDA (Fin.)	Addl. CGDA (Fin.)
	Executive Authority (Lieutenant General and equivalent ranks in Navy/ AF/ Coast Guard)	Addl. CGDA (Fin.)	CGDA

**(C) Workflow in respect of IDAS officers posted in PCDA (Pensions) Allahabad:**

Self appraisal	Reporting	Review	Acceptance
ACDA/ DCDA	Jt. CDA/ Addl. CDA	CDA	PCDA (Pension)
ACDA/ DCDA (if directly under CDA)	CDA	PCDA (Pension)	PCDA (Pension)
Jt. CDA/ Addl. CDA	CDA	PCDA (Pension)	CGDA
CDA	PCDA (Pension)	CGDA	SDF/ FA(DS)
PCDA (Pension)	CGDA	SDF/ FA(DS)	Defence Secretary

**(D) Workflow in respect of IDAS officers posted in other PCDA/CDA offices:**

Self appraisal	Reporting	Review	Acceptance
ACDA	Jt. CDA/ Addl. CDA	CDA/ PCDA	Respective Addl. CGDA*
DCDA	Jt. CDA/ Addl. CDA	CDA/ PCDA	CGDA
ACDA/ DCDA (if directly under CDA/ PCDA)	CDA/ PCDA	Respective Addl. CGDA*	CGDA
Jt. CDA/ Addl. CDA	CDA/ PCDA	Respective Addl. CGDA*	CGDA
CDA/ PCDA	CGDA	SDF/ FA(DS)	Defence Secretary

\* The senior most Addl. CGDA may be mapped for officers posted in PCDA New Delhi.

**(E) Workflow in respect of IDAS officers deputed in United Nations Mission:**

Self appraisal	Reporting	Review	Acceptance
Officers posted at UN Mission	Commanding officer, Indian Troops Contingent	Jt. CDA/ Addl. CDA (O/o the PCDA, New Delhi)	PCDA New Delhi

**(F) Workflow in respect of IDAS officers posted in Ordnance Factories setup:**

Self appraisal	Reporting	Review	Acceptance
ACFA/ DCFA/ Jt. CFA/ Addl. CFA (If head of the Branch Accounts Office)	CFA	1. GM/ Sr. GM 2. PCA (Fys.)	Member (Fin.)
ACFA/ DCFA/ Jt. CFA/ Addl. CFA (other than head of the Branch Accounts Office)	JCFA/ Addl. CFA	CFA	Member (Fin.)
	CFA	PCA (Fys.)	Member (Fin.)
CFA	1. Sr. GM (the senior most in case of more than one Sr. GM in that group of factories) 2. PCA (Fys.)	Member (Fin.)	SDF/ FA(DS)
CFA (If there is no Sr. GM posted/ available in that group of factories)	PCA (Fys.)	Member (Fin.)	SDF/ FA(DS)
CoA	PCA (Fys.)	1. Member (Fin.) 2. CGDA	SDF/ FA(DS)
CIA	Addl. CGDA (Internal Audit)	CGDA	SDF/ FA(DS)
PCA (Fys.)	Member (Fin.) (HAG+)	CGDA	SDF/ FA(DS)
PCA (Fys.) (If Member (Fin.) is also in HAG scale)	CGDA	SDF/ FA(DS)	SDF/ FA(DS)
Member (Fin.)	DGOF	FA (DS)	Hon'ble Raksha Mantri

2. The PAR managers are requested to create the workflow accordingly for generation of PARs.

  
Manish  
Sr. ACGDA (Admin)

**No. 21011/1/2005-Estt (A) (Pt-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi,  
23<sup>rd</sup> July, 2009

**OFFICE MEMORANDUM**

Subject:- Preparation and maintenance of Annual Performance Assessment Reports (APAR).

The undersigned is directed to invite the attention of the Ministries/Departments to the instructions contained in this Department's O.M. No. No. 21011/02/2009-Estt.(A) 16/02/2009 and O.M. of even number dated 14.05.2009 on the subjects of timely preparation and proper maintenance of APAR and making the APAR transparent for representation for upgradation, if any, by the officer reported upon. The matter of preparation and maintenance of APAR has been further reviewed in this Department keeping in view the system in this regard in respect of All India Services (AIS) and the undersigned is directed to convey the following decisions:-


- (i) All cadre authorities shall include a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) A provision may be made in the APAR in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer, and the reasons therefor.
- (iii) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II. For Group 'B' and 'C' officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(v) Wherever 'accepting authority' has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(vi) A schedule for completion of all activities relating to the APAR is given in Annexure-III.

2. The above provisions would be applicable for the APAR from the reporting year 2009-10 onwards. The concerned authorities may accordingly make necessary changes in the APAR format for numerical grading to be given by reporting and reviewing officer. This O.M. does not in any way affect the part to be filled in by the officer reported upon and other existing columns in the APAR format like attitude towards SC/ST/OBC, relations with public (wherever applicable), integrity, training requirement etc. for descriptive remarks.

3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

  
(C.A. Subramanian)  
Director

To

**All Ministries/Departments of Government of India**

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All officers and Sections in the Department of Personnel and Training.
- (iv) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (v) All Staff Members of Departmental Council (JCM).
- (vi) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (vii) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T



Annexure-IGuidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

Annexure II**Assessment of work output (weightage to this Section would be 40%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
(iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**Assessment of personal attributes (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on personal attributes			

**Assessment of functional competency (weightage to this Section would be 30%)**

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
<p>i) Knowledge of Rules / Regulations /Procedures in the area of function and ability to apply them correctly.</p> <p>ii) Strategic planning ability</p> <p>iii) Decision making ability</p> <p>iv) Coordination ability</p> <p>v) Ability to motivate and develop subordinates</p> <p>Overall Grading on functional competency</p>			

Annexure-III

Time schedule for preparation/completion of APAR  
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority  (b) Disclosure to the officer reported upon where there is accepting authority	01 <sup>st</sup> September  15 <sup>th</sup> September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority  (a) where there is no accepting authority for APAR  (a) where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November