



रक्षा लेखा प्रधान नियंत्रक (पश्चिमी कमान) का कार्यालय
चंडीगढ़ पिन कोड - 160009

O/O THE PRINCIPAL CONTROLLER OF DEFENCE
ACCOUNTS (WESTERN COMMAND) CHANDIGARH
PIN CODE- 160009

दूरभाष - 0172 2741611-14, 2741990, Ext 222 फ़ैक्स NO. 0172 2742552
ईमेल :: pcdawc-an4@cgdamail.org / pcdawcan4.dad@hubnic.in



IMPORTANT CIRCULAR

Sub. : Online Completion of APARs for the year 2020-21 on SPARROW application in r/o Senior Auditors/Auditors

Ref. : This office most important circular No. even dated 02.08.2021

APARs for the year 2020-21 in r/o Senior Auditors/Auditors of this organisation have been generated online through 'SPARROW' application.

2. All the SAOs/AOs/AAOs are requested to ensure that all the Senior Auditors/Auditors deployed under them have received online APAR for the year 2020-21. It may please be ensured that all the Senior Auditors/Auditors should fill Part II of their APARs (Self-Appraisal) online and submit to their Reporting Officer by due date. The revised target dates issued by DoPT are enclosed as Annexure 'A' to this circular.
3. The steps to be taken for filling the APAR are enclosed as Annexure 'B' to this circular which may be followed strictly while filling the APARs.
4. All the SAOs/AOs/AAOs are requested to sensitise and guide the Senior Auditors/Auditors for filling the online APARs.
5. All the Reporting/Reviewing/Accepting Officers of the Senior Auditors/Auditors are requested to keep a watch on the submission of the APARs in r/o Senior Auditors/Auditors and assess their APARs online by login to URL <https://sparrowbandc-dad.cgda.gov.in> by target dates as per Annexure 'A' to this circular.

Note : For any query in this regard please contact the following PAR MANAGERS during office hours on 0172-2741610-13 (Ext 222)

1. Smt. Vijay Sandal, AAO (Mob. : 8288833663)
2. Sh. Harsh Bhatia, SA (Mob. : 9814709949)
3. Sh. Anmol Mittal, Adr (Mob. : 9417737697)

Sahil Goyal
(SAHIL GOYAL)
DCDA (AN)

No. AN/IV/1187/1189/APAR/2020-21

Dated : 06.08.2021

Distribution :

1. All IDAS officers
2. All sections in Main office
3. All Sub-offices including IFAs under PCDA (WC)
4. IT&S (Local)

: For uploading on the PCDA (WC) website

Sahil Goyal
(SAHIL GOYAL)
DCDA (AN)

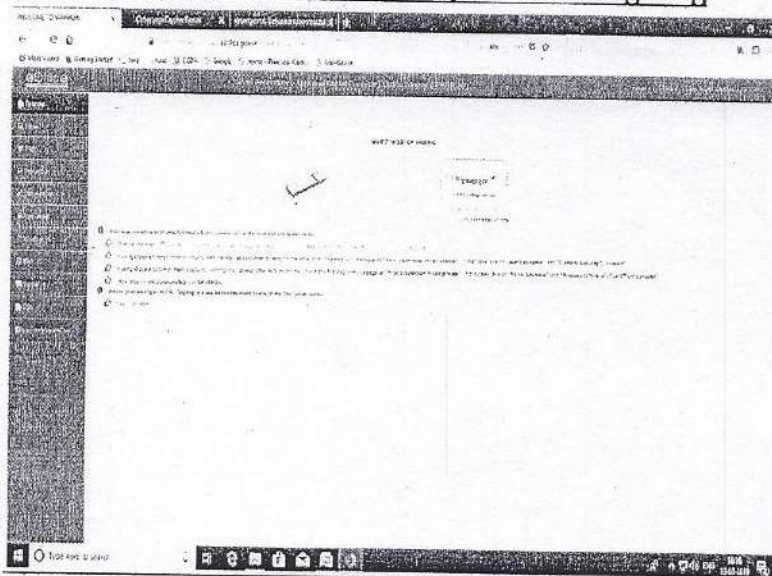
Annexure A

Time schedule for recording and completion of APAR for the year 2020-21 for Group
'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR	31 st July, 2021
2.	Submission of self-appraisal to the reporting officer	31 st August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 th September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 th December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority.	30 th November, 2021
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	31 st December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR. (ii) Where there is accepting authority for APAR.	31 st December, 2021 15 th January, 2022
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st March, 2022

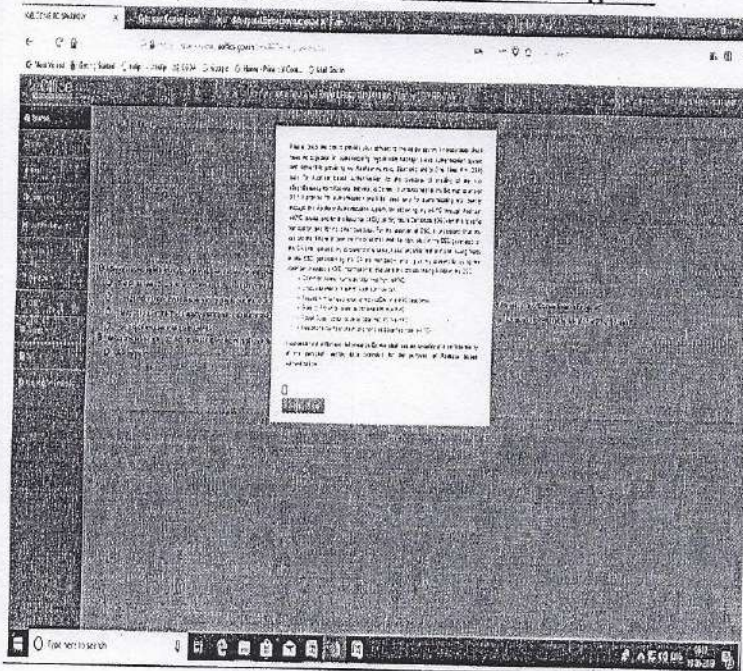
ANNEXURE 'B'

1. Open the url : www.sparrowbandc-dad.cgda.nic.in on Internet
2. Fill in your user id and password
3. Click "NEXT"
4. Select OTP on mobile and click next
5. Fill in OTP received on your registered mobile
6. Click on the APAR ID
7. Check the Workflow Details viz Reporting/Reviewing/Accepting Authority. In case any amendment is required please contact the PAR MANAGERS.
8. The PAR should not be submitted till the Workflow is amended.
9. The same may be watched and confirmed before submitting the PAR.
10. Click on BASIC INFORMATION
11. Check all the columns and in case of any error send an error report duly describing the changes required and proceed further. The PAR MANAGERS will rectify the Basic Details in due course.
12. Now go to the Self Appraisal TAB and fill all the columns correctly.
13. Don't forget to SAVE the DRAFT
14. After filling all the columns click the button SUBMIT TO REPORTING AUTHORITY
15. The following window will open for e-signing

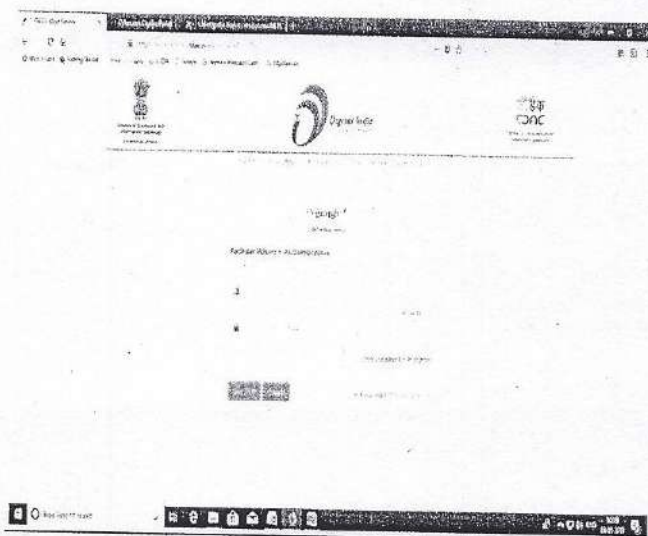


16. Click on E-sign

17. Click the check box and then click I Agree



18. Click on OK . The following window will open



19. Fill in the 12 digit of your Aadhaar Number

20. Click Get OTP

21. Check that a six digit OTP has been received on your registered mobile number

22. Fill in the 6 digit OTP and Click the check box and then Click the submit button.

Fig.22

A message prompts "Sent Successfully" as shown in Fig.23:

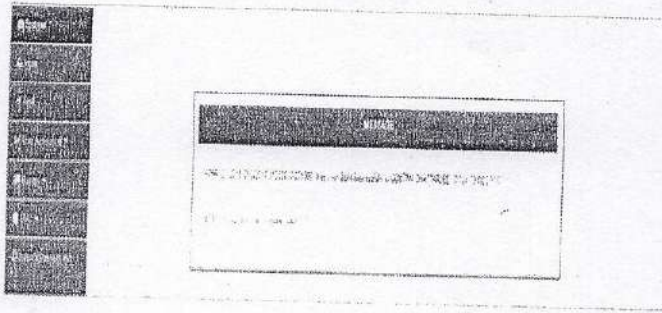


Fig.23

23. Check the name of the Reporting Authority.

24. In case of any error, report the matter to the PAR MANAGER.

25. The sent PAR can be seen in your sent folder.