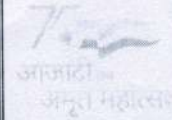




रक्षा लेखा प्रधान नियंत्रक (पश्चिमी कमान) का कार्यालय
चंडीगढ़ पिन कोड - 160009

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@hub.nic.in



(Through website only)

MOST IMPORTANT

No. AN/IV/1187/1189/APAR/2021-22

Dated: 18.01.2022

To

The Officer in-charge

.....
.....

- (i) All sections in Main Office, Chandigarh
(ii) All sub-offices including IFAs under
PCDA (WC)

Subject: Annual Performance Assessment Report (APARs) for the year 2021-22 : writing of

APARs for the year 2021-22 in r/o all the officials upto the level of AAOs have to be initiated online/manual. It is requested that details in respect of all the officials up to the level of AAOs (including MTS) **who are on the strength of your office / section as on 01.01.2022** (including temporary attachment with period of attachment), may be forwarded to this office/Section duly filled in the enclosed Annexure 'A' (for AAOs, Sr Adrs, Adrs) and Annexure 'B' (in r/o other officials). The information may please be furnished by name to **Shri N. C. Dogra, Sr. AO (AN) by 18.02.2022** positively preferably through e-mail/zimbra to AN-IV at the following ids. It is stressed upon that adequate care be exercised while filling each column in the proforma attached to this circular (no column should be left blank). It may be ensured that proforma in r/o all the employees have been sent.

NIC Mail : pcdawcan4.dad@hub.nic.in

Zimbra : pcdawc-an4@cgdamail.org

Note : The details of the fresh recruits appointed during the Assessment Year 2021-22 may not be sent as they have not completed one year as on 31.03.2022 (refer Para 193 of OM Part I). However, the details desired vide this section circular No. AN/IV/1187/1189/SPARROW dated 06.12.2021 (copy enclosed) for employee creation in Sparrow application may be sent, if not sent earlier.

Encls. : As above

(ANMOL AMAR SINGH)
DCDA (AN)

Copy to :

IT&S Cell : For uploading this circular on the website.
(Local)

(ANMOL AMAR SINGH)
DCDA (AN)

Proforma for Initiation of APAR
(To be filled by AAOs, Sr Adr & Adrs only)

1	Name of the Official				
2	Designation / Account Number				
3	Date of birth (DD/MM/YYYY)				
4 (a)	Transferred in from (Section/Office)				
	Present Section/Office				
(b)	Period served in the Section/Office during Assessment Year 2021-22	Office/Section	From	To	
5	Category				
6	Date of continuous appt. in present grade & Level of Pay	Present Grade with Date : Level of Pay :			
7	Training programme(s) attended during period, if any	From..... To..... Institute Subject			
8	Details of leave availed during the period (Please attach the proforma if no. of spells are more than 3)				
Sl. No	Nature of leave	No of days	Period From To	Pre/ Post sanction on MC	Post sanction on PA
1					
2					
3					

Summary of Leave

Nature	Spells	Days
a) Pre Sanctioned		
b) Post Sanctioned on MC		
c) Post Sanctioned on PA		

9	Reporting Officer	Name :		
		Designation :		
		Account No. :		
		Period of Reporting :	From :	To :
10	Reviewing Officer	Name :		
		Designation :		
		Account No. :		
		Period of Reviewing :	From :	To :
11	Accepting Officer	Name :		
		Designation :		
		Account No. :		
		Period of Accepting :	From :	To :
12	Mobile Number			
The information furnished above is correct. (SIGNATURE OF THE OFFICIAL WITH DATE)		The information furnished above is verified with the records available in the section/office. (SIGNATURE OF THE AAO/AO/SAO)		

Annexure 'B'

Proforma for Initiation of APAR
(To be filled by Clk/DEO/Steno/STO/JTO/SCD & MTS)

S. No.	A/c No.	Employee Name	Section/Office	Present Designation with date	Whether Permanent or Temporary	Period from when served in present section/office	Training programme attended , if any during the period under report	Signature of the concerned individual
1	2	3	4	5	6	7	8	9

AAO/AO/SAO

Through PCDA (WC) Website



रक्षा लेखा प्रधान नियंत्रक (पश्चिमी कमान) का कार्यालय
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IMPORTANT/URGENT

No. AN/IV/1187/1189/SPARROW

Dated : 06.12.2021

To

The Officer In-charge

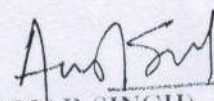
1. All sections in Main Office
2. All Sub-offices including IFAs under PCDA (WC)

Sub. : Creation of Employee Data in SPARROW PIMS

All newly recruited Auditors may be directed to apply for creation of their NIC e-mail ids and password immediately to IT&S Section of Main office, if not yet applied so far. Format for applying for e-mail is enclosed.

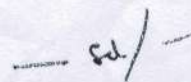
2. They should get their AADHAR Nos. with the Mobile Nos., seeded with UIDAI database. Those who have not got AADHAR No. be directed to obtain the same with duly seeded mobile no.

3. Details in r/o all the newly recruited Auditors may be sent to this office in the enclosed format immediately through e-mail on pcdawcan4.dad@hub.nic.in only for creation of employee data on SPARROW PIMS.


(ANMOL AMAR SINGH)
DCDA (AN)

Copy to :-

IT&S Cell : For uploading on the PCDA (WC) website.
(Local)


(ANMOL AMAR SINGH)
DCDA (AN)