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Important Circular (Through website / email) only



कार्यालय रक्षा लेखा नियंत्रक, राजेन्द्र पथ, पटना-19
**Office of the Controller of Defence Accounts,
Rajendra Path, Patna-19**

Phone No.: -0612 (2322310)
Fax No. 0612 (2321594)

Website: cdapatna.bihar.gov.in
email: cdapatnaan1c.dad@hub.nic.in



No. AN/1C/076/Vol-XVIII

Dated: 17.01.2023

To,

- (i) The Officer-in-Charge,
IFA (EC), Fort William, Kolkata
- (ii) The Officer-in-Charge,
All sub offices under CDA, Patna
- (iii) The Officer-in-Charge,
All sections, M.O., CDA, Patna

Subject:- Updation of PIMS data of new promoted/recruited Auditors and Clerks on SPARROW.

As all of us are aware that our department has implemented online system of writing of APAR through SPARROW portal. Further, implementation of e-office is also under process in sub offices.

2. In this connection, it is intimated that so many officials of this organization have recently been promoted to the grade of Auditor and to the grade of Clerk. In this regard PIMS data of all the newly promoted/recruited officials are required to be imported to the SPARROW portal. Further, the same PIMS data is also required for implementation of eoffice.

3. Therefore, all officers-in-charge of all sections of MO/sub offices (including proforma strength) are requested to obtain the required data in the format enclosed with this circular from all the concerned individuals whose PIMS data is still not available on SPARROW portal and send to this office excel sheet through email to email id cdapatnaan1c.dad@hub.nic.in till 27.01.2023. Nil report is also required.

Encl: As above

Sd/-
(Bijay Kumar)
Dy. CDA (AN)

Copy to:-

The officer-in-Charge
IT & S section (local)

: For uploading on CDA Patna website.

[Signature]
Sr. Accounts Officer (AN)

| S.No. | Employee Code | Appellation | Official Name | Gender | Father's Name | Date of Birth | Nationality | Religion | Category |
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| Organisation Name | Date of Joining Organisation | Service(Grp B (Gaz.) or Grp B (Non gaz.) & grp C) | NIC Email ID e.g. abc@nic.in | Mobile No. | Designation | Type of Appointment(Direct, Ad-hoc etc) | Appointment Order Date | Designation Joining Date |
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