



रक्षा मंत्रालय (भारत सरकार)
MINISTRY OF DEFENCE (GOVT. OF INDIA)
कार्यालय रक्षा लेखा नियंत्रक (सेना)
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेलवेडियर कॉम्पलेक्स, आयुध पथ, मेरठ छावनी - 250001
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT - 250001
Email: adminonecdaarmy.dad@hub.nic.in



Important/Urgent Circular

No. AN/I/1091/APAR/SPARROW

Date: 29.03.2022

To,

The Officer-in-Charge
All Sections in Main Office
All Sub- Offices under CDA (A) Meerut
(through e-mail/website)

**Sub: Generation of APAR/MTPAR for the year 2021-22 in respect of Group –“A”/Group-“B”
Gazetted Officers on SPARROW.**

In respect of the above subject, it is to be stated that online APARs/MTPARs for the assessment year 2021-2022 in r/o all Group –“A”/Group-“B” Gazetted Officers are to be generated on SPARROW.

Therefore, it is requested to forward duly filled proforma of **Workflow detail, Leave details (other than CL and RH) and Training details** for the period from **01.04.2021 to 31.03.2022** in r/o SAOs/AOs/ AAOs (Currently posted/transferred out/ on deputation) as given below to this section on or before **05.04.2022** at email id- adminonecdaarmy.dad@nic.in without fail in order to avoid any delay in PAR generation.

1. Workflow details:-

S.N.	Name, Designation, A/C No.	Period of APAR/MTPAR		Reporting Authority	Reviewing
		From	To		

2. Leave details:-

S.N.	Name, Designation, A/C No.	No. Of days	Period		Sanction Remarks (Pre/Post/Post on MC)
			From	To	

3. Training Details:-

S.N.	Name, Designation, A/C No.	No. Of days	Period		Institute	Subject
			From	To		

Sd-
SAO(AN)

Copy to:

✓ IT & S- III Section(Local) :

for uploading on CDA(Army) Meerut Website.

A. C. Choudhary
SAO(AN)