



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



Important Circular

No. AN/I/1091/APAR/SPARROW

Date: 14.03.2023

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 2022-23 in respect of Group –“A”/Group-“B”
Gazetted Officers on SPARROW.**

In respect of the above subject, it is stated that online APARs/MTPARs for the assessment year 2022-23 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 **01.04.2022-31.03.2023** in r/o SAOs/AOs/ AAOs (**Currently posted/transferred out/ on deputation**) as given below to this section latest by **03.04.2023** without fail in order to avoid any delay in PAR generation on email id- adminonecdaarmy.dad@nic.in.

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/Prof
SAO(AN)

Copy to:

✓ **IT &S- III Section(Local)**

for uploading on CDA(Army) Meerut Website.

A. G. K. Sharma
SAO(AN)