



रक्षा लेखा नियंत्रक (सेना)

CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी – 250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250 001
0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216
ई-मेल आई.डी./e-mail id: adminonecdaarmy.dad@huB.nic.in



Important Circular

No. AN/I/1091/APAR/SPARROW/IDAS

Date: 05.04.2022

To,

All IDAS Officers
(Under CDA(Army) Meerut)

Sub: Generation of Performance Appraisal Report (PAR) of IDAS officers for 2021-22.
Ref: HQrs letter no. Pers./IDAS/PAR/Corr./2021-22 dated 31.03.2022.

With reference to the above subject, it is intimated that APARs/MTPARs in respect of all IDAS Officers serving under this organization during the year 2021-22 have been generated and forwarded for completion of Self Appraisal on SPARROW. The following guidelines may be followed before commencing Self Appraisal to ensure data integrity:

1. All concerned officers must check if PARs have been generated for the entire reporting year i.e. from **01.04.2021 to 31.03.2022** without any lapse in between.
2. The officers must check and validate the Assessment Period as well as the Assessment Workflow for each of their APAR/MTPAR by clicking on the blue arrow mark as shown in figure:

SPARROW - (IDAS)

Smart Performance Appraisal Report Recording Online Window (SPARROW)

BACK TO UNIFIED SPARROW SWITCH SERVICE About Help SHIL AGHILESH KUMAR

Basic Information

Name: HARIPREETI Cadre: CENTRAL SERVICES Service: IDAS
Designation: ASSISTANT CONTROLLER OF DEFENCE ACCOUNTS Batch: 2017 Assessment Period: 01/04/2021 to 03/12/2021
Form Type: Form III-JUNIOR ADMINISTRATIVE GRADE (With Gem)

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Processed Level Current Level Next Level

1 HARIPREETI (Officer Reported Upon) 2 DEVENDRA KUMAR RAH (Preparing Authority) 3 ANVASH DIXIT (Reviewing Authority) 4 RAJESH KUMAR (Accepting Authority) 5 AGHILESH KUMAR (CR Section To Disclose) 6 HARIPREETI (Officer Disclosure) 7 AGHILESH KUMAR (CR Section for Closing)

Basic Information

Revised 03/03/2022

भारतीय रक्षा लेखा सेवा
INDIAN DEFENCE ACCOUNTS SERVICE
कनिष्ठ प्रशासनिक ग्रेडों एवं निम्न/एन एफ एस की सहित
JUNIOR ADMINISTRATIVE GRADE & BELOW (INCLUDING NFSG)
01/04/2021 से 03/12/2021 की अवधि की कार्य निष्पादन मूल्यांकन रिपोर्ट
Performance Assessment Report for the period from 01/04/2021 to : 03/12/2021
भाग - I / PART - I
वैयक्तिक विवरण / PERSONAL DATA
(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

In case of discrepancy, the officer must forward the correct workflow immediately to this office on adminonecdaarmy.dad@nic.in and **must NOT proceed with the Self Appraisal till the necessary changes are made.**

- The officers must check the “Basic Information” tab. In case the entries are to be changed, they may submit a “Data Error Report” with the correct information using the button located at the bottom of the “Basic Information” page. Please note that in such a case, **the concerned officer may proceed with completing the Self Appraisal without any hassle.**

- In case an officer's leave details for the reporting period have not been updated, the concerned officer may provide the correct details using the “Submit Data Error Report” button to get the same updated.
- The last date of completing Self Appraisal in the APARs/MTPARs for the year 2021-22 is 15th April 2022. All the IDAS officers must ensure that they complete their Self Appraisal on or before the aforementioned date, in compliance with the timeline prescribed by HQrs office vide the letter under reference otherwise, the APARs will be **automatically forwarded** by the SPARROW Portal to the next stage.

Copy to:

IT&S-III section (Local)

for uploading on CDA (Army) Army website.

Sd
(K. Haripreeti)
Dy. CDA(AN)

Atul Kumar
SAO (AN)