

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

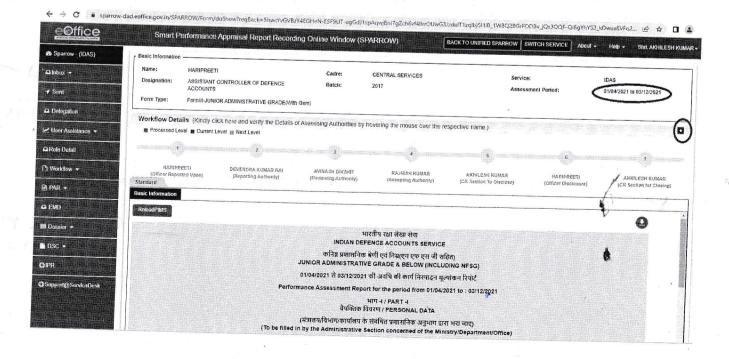
(Under CDA(Army) Meerut)

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:



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

3. 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.

Sent	Standard			
Jelegation	Basic Information Self-Appeared			
lser Assistance ◆	निकित्सा प्रमाण पत्र पर नह स्वीकृत ! Post sanctioned on MC	विकित्सा प्रमाण पत्र यर वत स्वीकृत / Post sanctioned on MC		
e Detail	व्यक्तिगत कर्गों से पश्च स्तीकृत / Post sanctioned on PA			
rkilow •	 प्रशिक्षण कार्यकमो में उपस्थित,यदि कोई हो 			
1	Training programme(s) attended if any. अभिष्ठ से (Date From अभिष्ठ संस्कृत			
D	जविश्व से Klate From जविश्व सक्य /	tate to	संस्थान / Institute	विषय / Subject
isler •	Continue and the contin	anna ann an ann ann ann ann ann ann ann		
			Submit Dala Error Report	D
pport@ServiceDesk	Advances			प्राधिकृत अधिकारी के मीहर सहित हस्ताक्षर

- 4. 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.
- 5. The <u>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.</u>

(K. Haripreeti) Dy. CDA(AN)

Copy to:

IT&S-III section (Local)

for uploading on CDA (Army) Army website.

SAO (AN)