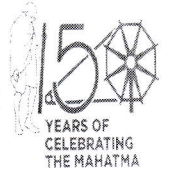


रक्षा लेखा नियंत्रक (सेना)

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 आईडी./e-mail id: adminonecdaarmy.dad@hub.nic.in



Important Circular

No. AN/I/1091/APAR/SPARROW/2021-22

Date: 25.04.2022

To,

All the SAOs/AOs/AAOs
(Under CDA(Army) Meerut)

Sub: Generation of Performance Appraisal Report (PAR) in respect of SAOs/AOs/AAOs officers for 2021-22.

With reference to the above subject, it is intimated that APARs/MTPARs in respect of all SAOs/AOs/AAOs 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:

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.

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:

Basic Information		Service:	
Name:	Jitendra Singh	Cadre:	CENTRAL SERVICES
Designation:	ASSISTANT ACCOUNTS OFFICER	Batch:	2014
Form Type:	Form IV - SrAO AO AAO (with GEM)	Assessment Period:	01/04/2021 to 01/11/2021

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	2	3	4	5	6	7
Jitendra Singh (Officer Reported Upon)	RAVEEN PRASAD (Reporting Authority)	HARIPREET (Reviewing Authority)	DEVENDRA KUMAR RAI (Accepting Authority)	Jitendra Singh (CR Section To Disclose)	Jitendra Singh (Officer Disclosing)	Jitendra Singh (Officer Disclosing)

Standard

Basic Information **Self Appraisal**

रक्षा लेखा विभाग
DEFENCE ACCOUNTS DEPARTMENT

व.ले.अ./ले.अ./स.ले.अ. के संबंध में / Annual Performance Assessment Report in respect of SAOs/AOs/AAOs for the period from 01/04/2021 से 01/11/2021 तक की अवधि के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

रिपोर्ट CDA (Army) Meerut के कार्यालय द्वारा जनित

Report initiated by the office of the CDA (Army) Meerut

भाग - I/PART - I
वैयक्तिक ब्योरा / PERSONAL DATA
(कार्यालय के प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled in by the Administrative Section of the Office)

1. अधिकारी का नाम

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.**

Standard

Basic Information Self Appraisal

निर्दिष्ट प्रमाण पर पत्र स्वीकृत / Post sanctioned on NIC

व्यक्तिगत कार्यों से पत्र स्वीकृत / Post sanctioned on PA

9. प्रशिक्षण कार्यक्रमों में उपस्थिति, यदि कोई हो
Training programme(s) attended if any.

अवधि से / Date From	अवधि तक / Date To	संस्थान / Institute	विषय / Subject

Submit Data Error Report

संरक्षित / Date : 08/06/2020

प्रमाणित अधिकारी के मोहर सहित हस्ताक्षर
(Signature of the Authorised Officer with seal)

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.

All the officers must ensure that they complete their **Self Appraisal** and submit the same to the next level **within 15 days** of APAR generation otherwise, the APARs will be **force- forwarded** to the next stage on SPARROW.

Copy to:

✓ IT&S-III section (Local)

} for uploading on CDA (Army) Army website.

SAO (AN)

SAO (AN)