



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

NO:1 STAFF ROAD SECUNDERABAD – 500 009

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No.AN/I/2004/APAR/VOL-XVII

Dated 16/12/2016

To
The CDA, ITSDC,
The Addl. CDA I/c, PAO (ORs) EME,
The ACDA I/c, PAO (ORs) AOC,
The SAO I/c, AAO (Army) Vizag,
All GOs/SAOs/AOs/AOs/All sections in Main office.
All sub offices.

Sub : Introduction of SPARROW for completion of APARs in the DAD.

1. HQrs office has informed that a new online system SPARROW (Smart Performance Appraisal Report Recording Online Window) for writing APAR/MTPARs replacing the present APAR/MTPARs system w.e.f 01.04.17 is being introduced. It has been directed that the following are the basic requirements for all the **officers and staff** for successful completion of the online APAR process.
 - A. Individual NIC e-mail id and password as well as Digital Signature Certificates (DSC), as the SPARROW application will not be accessed without valid NIC e-mail id and the digital signature certificates would be required for authenticating the APARs.
 - B. To authenticate signer and perform the digital signing of documents using AADHAR service it is mandatory to have the mobile number of the user registered with UIDAI (i.e. linked to AADHAR) as the One Time Password (OTP) will be sent for e-signing the APARs.
2. Keeping in mind the paucity of time and necessity to implement the system, all the **officers and staff** may be directed to:
 - A. To INTIMATE valid/active individual NIC e-mail id, individuals who do not have NIC e-mail id may be directed to submit duly filled-in application forms (available at <http://cdasecbad.ap.nic.in/>) to EDP centre, Main office for creation of NIC e-mail id.
 - B. To INTIMATE their AADHAR no. with the mobile no. Seeded with it in UIDAI database, individuals who do not have AADHAR no. or do not have mobile no. seeded in the database of UIDAI should immediately obtain/update AADHAR no. linked with mobile no. so as to enable them to use "eSign" facility till issue of Digital Signature Certificates.

The above exercise may be completed and a compliance report along with the above data may be forwarded to this office by 30.12.2016.

In this connection also refer AN/II/5025/AADHAR dt 28.11.16.


(Siva Sankar Bandi)
GO(AN)

Copy to:

The SAO : For uploading in website & to facilitate creation of NIC E-mail
EDP, Local : as directed at 2 (A) above.

Sd/-
(G Jayasurian Nair)
SAO(AN)