

**MOST URGENT CIRCULAR**



**CONTROLLER OF DEFENCE ACCOUNTS  
NO.1 STAFF ROAD, SECUNDERABAD – 500 009**



No. AN/I/2004/APAR CORR/VOL-XVI

Dated 20th Nov, 2019

- To,
1. The ACDA I/C, PAO (ORs) EME, Secunderabad.
  2. The ACDA I/c, PAO (ORs) AOC, Secunderabad.
  3. All Sub Offices.
  4. All GOs/SAOs/AOs/AAOs in Main Office.

Sub : Introduction of SPARROW for completion of APARs in r/o all Group 'B' Gazetted officers and Completion of APARs for the year ending on 31/03/2019 for Staffs.

\* \* \*

CGDA Circular No.AN/XIII/13133/Misc/SPARROW/2017 dt 07.11.2019 is circulated herewith for further necessary action and compliance. As per DOPT OM No.21011/1/2005-Estt(A) (Pt-II) dt.23.07.2009 the finalization of APARs by the Accepting Authority has to be completed by 31<sup>st</sup> August 2019. However it has been observed that many APARs/MTPARs are yet to be received for Accepting and are pending at various stages. This is resulting in delay in finalization of the APARs. The time schedule for completion of various stages is given in Annexure 'A' and Annexure 'B' for Officers and Staffs respectively. The same was circulated vide this office Circular No.AN/I/2004/APAR CORR/VOL-XVI dt 24.09.2019 (Photocopy enclosed) and a compliance report in the below mentioned format was requested from all Sections/Offices. But only a very Few Sections/Offices have sent the Status Report. Hence all Officers and staffs are once again requested to expedite the process and a Status / Compliance report regarding the same from each Section / Office in the below mentioned format may be sent to this section for both Officers and Staffs on or before **20.11.2019**. This circular may please be brought to the notice of all Officers and Staffs for information and necessary compliance.

Sl.no	Name of the official Reported upon	Period	Action (Reporting/Reviewing/Accepting)	Status (Submitted to) & Date

ACDA has *Seen*

*[Signature]*  
SAO(AN)

**Circulated to:**

1. Shri Premsagar Meena, IDAS, DCDA
2. Smt S Vatsala, IDAS, ACDA
3. K V Muralidhar, IDAS, ACDA
4. V Rambabu, IDAS, ACDA

**-Continued**



रक्षा लेखा महानियंत्रक / Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्ली छावनी / Ulan Batar Road, Palam, Delhi Cantt - 110 010.

No AN/XIII/13133/Misc/SPARROW/2017

Dated:07.11.2019

To,

The All Pr. Controllers/Controllers/CsFA(Fys)  
(Through CGDA's WAN)

Sub: Introduction of SPARROW for completion of APARs in r/o all Group-'B'  
Gazetted officers of DAD.


References have been received from various Controllers' Offices regarding non adhering to the time limit for completion of APAR by the reporting/reviewing and accepting officers as per DOPT OM NO. 21011/02/2015-Est(A-II) Part-II dated 18.04.2019 circulated vide this office letter of even no dated 26.04.2019.

2. In this regard, the undersigned has been directed to request all reporting/reviewing and accepting officers to immediately process the APARs pending at their end and representation of APAR may also processed within the time limit.

3. Further, it is also intimated that closure activity for PARs for assessment year 2018-19 on SPARROW application will be performed on 31<sup>st</sup> December 2019 midnight.

4. It is, therefore, requested that all activities regarding PARs for assessment year 2018-19 may be completed at the earliest so that the representation on APARs, if any, can also be finalized on or before 31<sup>st</sup> December 2019 as after the closure activity of PAR cycle for AY 2018-19, reversal/amendment or any sort of change will not be possible.

5. In this regard, a confirmation regarding closure of APARs 2018-19 through SPARROW application may also be forwarded to this HQrs office by FAX/mail on 28.12.2019.

  
(Rajeev Ranjan Kumar)  
Dy.CGDA(AN)