

CIRCULAR



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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No.AN/I/2004/APAR /CGDA Corr/Vol-I

Dated: 09/07/2018

To

**The Officer i/c, PAO (ORs) EME
The Officer i/c. PAO (ORs) AOC
The Officer i/c. AAO (Army) Vizag
The Officer i/c, CDA IT&SDC
All Sub Offices**

Subject : APARs in respect of Group-B Gazetted Officers through SPARROW– Regarding.

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As per the instructions from Hqrs vide letter No. AN/I/1058/SPARROW/Vol.II/24 dt 30.05.2018, APARs/MTPARs for the year 2017-18 in r/o Group-B Gazetted officers under CDA Secunderabad have been generated through SPARROW. The officers concerned may use the link <https://sparrow-dad.eoffice.gov.in> to login by using their respective nic mail id to submit self appraisal of the same. A copy of FAQ's is enclosed for ready reference.

Time Schedule for completion of APARs/MTPARs for the year 2017-18 is as follows:

Sl No	Activity	Date by which the activity is to be completed
1	Submission of Self-appraisal to the Reporting officer	31.07.2018
2	Forwarding of report by Reporting officer to Reviewing officer	16.08.2018
3	Forwarding of report by Reviewing officer to Accepting authority	31.08.2018
4	Appraisal by Accepting authority	15.09.2018

All officers are hereby requested to strictly adhere to the above schedule for timely processing of APARs/MTPARs.


(Siva Sankar Bandi)
DCDA(AN)

Q. What is the name of the application for online filing of PAR?

Ans. The name of the application is SPARROW which stands for Smart Performance Appraisal Report Recording Window and is available at <http://sparrow-dad.eoffice.gov.in>.

Q. How do I access the application?

Ans. You can access the application through your registered NIC email ID and password. The DSC is not required to access the application. For example: If the user's email ID is abc.xyz@nic.in then his username by which he would be accessing the application would be 'abc.xyz'. The password for this application would be the same as that of NIC email ID.

Q. How would I know whether my NIC email ID is registered or not and how to get it registered?

Ans. If you are having a registered NIC email ID, you would be able to access the application. In case the email ID is not registered, you will have to report the issue to NIC on support-sparrow@nic.in who would do the registration on the same day.

Q. How do I fill my self-appraisal?

Ans. Admin Section of CDA, Secunderabad will forward the PAR form with Section I duly filled in online. The PAR form would come into your Inbox of the SPARROW (inbox → My PAR) and could be accessed after entering the application through your NIC email ID. You would also receive an alert on your registered mobile number as well as on your NIC email ID that the PAR form has been forwarded to you.

Q. How do I attach my medical report, appreciation letters, etc. with my PAR?

Ans. The medical report, appreciation letters, etc. could be uploaded by the officer at the beginning of the year while filing his self-appraisal for which a tab has been provided on the same page where the officer would be recording his self-appraisal by following the steps indicated below:

1. officer needs to scan all the documents which he/she wants to upload in a single PDF.
2. Press the button 'Reference Document Upload' given at the bottom of the Section II.
3. Choose the scanned PDF file from your computer to upload.

Q. Is it possible that when I submit my PAR to my Reporting Authority, it may go to some other officer?

Ans. The flow of submission of PAR in respect of every officer would be pre-defined. When the officer reported upon (ORU) would submit his self-appraisal, it will automatically go to the Inbox of his pre-defined Reporting Authority. As soon as the PAR is submitted by the ORU, a message will appear on the screen displaying the name of the officer to whom the PAR has been sent. The ORU would receive an alert in this regard on his mobile number as well as in his registered NIC email ID.

Q. When will the PAR be disclosed to me?

Ans. PAR custodian of CDA, Secunderabad would disclose the PAR to the officer by sending it online in his Inbox of application once it gets completed. Officer would also get an alert regarding this on his registered mobile phone and NIC email ID.

Q. How PAR is to be recorded by a political executive in the new system?

Ans. Presently, the political executives are not being issued DSCs and would record their remarks/gradings manually for which the concerned GAD/Adm. Division would take a printout upto the level where it is online, obtain the remarks/grading from political executive and then upload it. Thereafter, the PAR would move online.

Q. How will my Reporting/Reviewing/Accepting Authority record the PAR online in case he is not carrying DSC or he is not able to do so for some other reasons?

Ans. If the Reporting/Reviewing/Accepting Authority is not having DSC or for some other reasons he cannot record the PAR online, the system is having flexibility of having manual PAR. Pr. Secy., GAD/JS(Admn.) has been given the option to take necessary action in this regard if such a situation arises.

Q. How to represent against an adverse entry or lower grades or to submit a memorial?

Ans. In respect of representation/memorial, separate FAQ is being prepared which would be communicated later, though adequate provisions have been incorporated in the software for this purpose.

Q. Can I take a printout of my PAR?

Ans. Yes, the user can take a printout of the PAR as the self-appraisal submitted by him to his Reporting Officer as well as the duly complete PAR sent to him by custodian PAR for disclosure would remain in the Sent Items and Inbox respectively.

Q. How will I distinguish between my PAR and PAR of my juniors which I would have to assess?

Ans. The application has separate tabs in the inbox of the Officer i.e.

My PAR → Where he can see his own PAR

Assess PAR → to see and record the PARs of his subordinates

Q. Is it possible to record PAR after 31st December of the year in which the financial year ended?

Ans. No. It would not be possible to record the PAR after 31st December. Moreover, the date on which the PAR is digitally signed would get reflected on the PAR.

Q. What safety measures have been taken to keep the document sacrosanct?

Ans. The application has adequate inbuilt mechanism to ensure that nobody can tamper with the data.

Q. Is there any mechanism for reminding the officer with whom the PAR is pending?

Ans. The application has provision for sending auto alerts to the concerned officer(s) with whom the PAR would be pending beyond the specified time.