

कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर, म. प्र.-- 482001
Office of The CDA, Ridge Road, Jabalpur, M.P. - 482001
Web-cdajabalpur.nic.in e-mail-cda-jbl@nic.in Fax No. 0761- 2605622

CIRCULAR

AN/I/1157/Sparrow/Vol. I

Dated: 22.06.2017

To,

All IDAS Officers under CDA Jabalpur
(Including Proforma Strength)

Sub: Completion of APARs in "SPARROW" for the year 2016-17.

Ref: HQrs Office Letter No. AN/I/1058/SPARROW/13 Dated 15.06.2017.

Please refer to HQrs Office Letter cited under reference and AN/I/1058 /Online APARs Completion, dated 12th May 2017 (New No. AN-I/1058/Sparrow/8) wherein the following timelines for completion of APARs in "SPARROW" for the year 2016-17 were fixed:

i)	Generation of APARs	25 th May 2017
ii)	Submission of Self Appraisal	10 th June 2017
iii)	Completion by Reporting Officer	30 th June 2017
iv)	Completion by Reviewing Officer	31 st July 2017
v)	Completion by Accepting Authority	31 st August 2017

- An analysis of the data carried out by HQrs Office available in 'SPARROW' has revealed that a large number of officers are yet to submit their self-appraisals. It is also noticed by HQrs office that in a few cases, the PAR Managers had generated the PAR, but the details of same are not being reflected in "SPARROW".
- It may kindly be appreciated that post submission of the APAR by the Accepting Authority, a lot of work is required to be done towards completion of APARs, which has to be completed by 31st December 2017. In case of non-completion of the process by stipulated date, **the "SPARROW" system may further block action in APARs** which remain to be completed by 31st December 2017.
- It is, therefore, enjoined upon all the officers to ensure that timely action in completion of APARs as per timelines given above is taken.

--Sd--

Sr. Accounts Officer (AN)

Copy to:

- The Officer I/c,
OA Cell (Local)

} For uploading the above circular in the CDA Jabalpur website and SUGAM also.


Sr. Accounts Officer (AN)