

कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर - 482001
Office of the CDA Jabalpur, Ridge Road, Jabalpur - 482001

दूरभास: 0761-2603253

फैक्स : 2605622

E-MAIL/FAX

No.AN/I/1157/APAR/Vol.VIII

Dated: 20.03.2018

To

All Sections of M.O.
All Sub-Offices
IFA, under proforma strength of CDA Jabalpur
Officer under deputation

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

As per Government directions, SPARROW is under implementation from the Reporting period 2017-18 of APARs in respect of all Gr-B Gazetted officers of DAD. For this purpose, necessary information in respect of each officer is required for initiation of Online APARs through SPARROW. In this connection, it is requested that the particulars in respect of each officers as per the attached proforma may please be furnished to this office latest by 23rd March 2018.

This may kindly be accorded TOP PRIORITY.

Encls: 01

Ref
20/3/18
Sr. AO (Admin)

Annexure:A

Sl No	Employee Code	Appellation	Employee Name	NIC Email ID	Gender	Father's Name	Date Of Birth	Nationality	Religion	Category	Service (Designation)	Aadhar
1	2	3	4	5	6	7	8	9	10	11	12	13

Organization	Organization From date	Designation	Designation joining date	Type of Appointment	Appointment order date	Mobile No	Present pay	Level of pay
14	15	16	17	18	19	20	21	22

Detail of Reporting, Reviewing & Accepting Channel

Name of reporting Officer	Designation reporting officer	NIC Email ID Reporting Officer	Name of the reviewing Officer	Designation of the reviewing Officer	NIC Email ID Reviewing Officer	Name of the accepting officer	Designation of accepting officer	NIC Email ID- accepting officer
23	24	25	26	27	28	29	30	31

Training Details

Training programmes attended, if any	Period	Institute	Subject
	32		
	From	To	