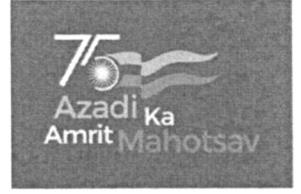




रक्षा मंत्रालय
Ministry of Defence

रक्षा लेखा नियंत्रक कार्यालय गुवाहाटी
उदयन विहारगुवाहाटी, नारंगी, - 781171
Office of the Controller of Defence Accounts Guwahati
Udayan Vihar, Narangi, Guwahati: 781171
प्रशासन - 1B अनुभाग / Admin 1B Section
ई-मेल / e-mail - cdaguwadmin1b.dad@hub.nic.in



स्वतंत्रता के 75 वर्ष
75 years of Independence

संख्या: AN/IB/APAR/SPARROW/ GR B&C/Vol-IV

Dated: 31.03.2023

Important Circular No.: 39

(Through Website)

To

All Section of Main Office
All Sub-Office
(Under pro-forma control of CDA Guwahati)

Subject: Timely completion of PARs for Assessment Period 2022-2023.

The APARs/MTPARs for the Assessment Period 2022-2023 in respect of all Officers and Staff (Senior Auditors and Auditors) working under the pro-forma control of CDA Guwahati have been generated online through SPARROW Portal.

As per DoPT OM No. 21011/1/2005-Estt.(A) (Pt-II) dated 23/07/2009; the timelines for completion of PARs for the year 2022-2023 are as under:

Sl. No.	Stage	Due Date
1	Self-Appraisal	15/04/2023
2	Appraisal / Reporting	30/06/2023
3	Review	31/07/2023
4	Acceptance	31/08/2023

In this connection, all Officers and Staff under the pro-forma control of CDA Guwahati are requested to strictly adhere to the above timelines. If any stage is not completed by the due date, the PARs will be force forwarded to the next level without recording their remarks.

Further, Officer-in-charge of all the sections of Main Office and Sub offices are also requested to ensure that PARs in respect of all officers and staff posted under them have been generated over SPARROW Portal and any left out cases may be immediately reported to this Section.

In case any discrepancies or problem faced by the users in accessing/processing of PARs, the issue may be immediately taken up through NIC mail cdaguwadmin1b.dad@hub.nic.in.

SPARROW Link (Officer): <https://sparrow-dad.eoffice.gov.in>

SPARROW Link (Staff): <https://sparrowbandc-dad.cgda.gov.in>

The content of this circular may be noted by all.

CDA has seen.

—Sd—

आर. एन. सरकार, आईडीएस / R. N. Sarkar, IDAS
उप नियंत्रक (स्पैरो) / Deputy Controller (SPARROW)

Copy to:

1. The Officer in Charge :
IT & SW

For uploading in CDA Guwahati Website please.

(देबप्रिय दास / Debapriya Das)

वरिष्ठ लेखा अधिकारी (स्पैरो) / Senior Accounts Officer (SPARROW)