



रक्षा लखा नियन्त्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. AN/1A/01/Circular/Vol-X

Dated: 23 /02/ 2017.

MOST IMPORTANT CIRCULAR No. -03

To

All GOs/All SAOs
All AOs/All AAO (Independent offices)
Under CDA, Guwahati.

Sub: Introduction of SPARROW for completion of APARs in the DAD.

Ref: Hqrs. office letter No. AN-1/1058/Online APAR Completion dated 18.01.2017.

Please refer to Hqrs. office letter cited under reference. In this connection it is intimated that in order to implement the directions of the Government of India for switching to SPARROW, the information, as per the format enclosed as **Annexure** may please be completed and sent, **within the 10.03.2017** through e-mail/Fax to MO CDA Guwahati as the reports need to be rendered to Hqrs. Office at the earliest.

Sl. No.	Annexure	Details	Time-Limits		
			Group-'A'	Group-'B'	Group-'C'
1	AA	Data regarding an officer	24.01.2017	17.02.2017	17.03.2017
2	AB	Details of reporting Channel	24.01.2017	17.02.2017	17.03.2017

It is also pertinent to inform that from the reporting year 2016-2017, the APARs would be completed online through SPARROW only. No physical movement of APAR forms would be undertaken. **In case of non-availability of the above data, it may not be possible to initiate APAR for the reporting year 2016-17 and thus the officer may forfeit his/her right to submit the APAR after the dates specified by the DoP&T. As such, the officer concerned would be personally liable for such non-initiation and consequent results for delay, etc., in career progression as well as other service matters.**

As such, all the officers and staff may please be directed to provide correct information immediately. The changes, if any, may also be informed as and when required so that the APARs are completed in a time-bound and correct manner.

This may please be accorded "Top Priority"

This issue with the approval of the CDA.


(K. Lalbiakchhunga)
Asstt. Controller (AN)

		Annexure ' BA'
Column No.		Description
1	Sl. No.	Indicate Sl. No.
2	Employee Code	(i) Indicate GPF A/c No./PRAN of the officer (for IDAS officers). (ii) Indicate Service Account No. of the officers and staff upto SAO/PPS level
3	Appellation	Shri/Smt./Kumari/Dr.
4	Employee Name	Name of the officer.
5	NIC Email ID	Indicate NIC e-mail ID.
6	Gender	Male/Female.
7	Father's Name	Name of father of the officer.
8	Date of Birth	Date of birth of the officer.
9	Nationality	Indian
10	Religion	Indicate religion viz. Hindu/Muslim/Christian/Buddhist/etc.
11	Category	(i) In terms of DoP&T O.M. No.21011/9/97-Estt.(A) dated 17.02.1999, 'SC/ST column' in respect of Group 'A' officers, were deleted. Hence, this column is not required to be filled for Group 'A' officers. (ii) Please indicate category for the officers and staff upto SAO/PPS level
12	Service	Indicate as applicable (Please see Annexure 'BB')
13	Aadhar No.	Indicate Aadhar No. of the officer
14	Organization	Indicate name of PCDA/CDA/IFA under whose control the officer is working.
15	Organization From date	Indicate the date from which he is working in the office of the PCDA/CDA/IFA.
16	Designation	Indicate designation/present post of the officer.
17	Designation Joining Date	Indicate the date from which he is working in the present post.
18	Type of Appointment	Fill present Grade: Apex/HAG+/HAG/SAG/JAG (NFSG)/JAG/STS/JTS/SPS/SAO/AO/PS/AAO
19	Appointment Order Date	Indicate date of present grade of the officer.
20	Mobile No.	Indicate Mobile No. linked with Aadhar No./NIC e-mail ID.
21	Roles	To be assigned by HQrs. Office.
22	Allotment Year	(i) Indicate allotment year of IDAS. (ii) For others '0' (zero)
23	Present Pay	Indicate present pay of the officer.
24	Level of pay	Indicate level of pay as per 7th CPC.

S. No.	Employee Code	Employee Name	Organisation	Designation	Reporting Officer (Name, designation, office address, phone no., fax no., mobile no.)	Reviewing Officer (Name, designation, office address, phone no., fax no., mobile no.)	Accepting Officer (Name, designation, office address, phone no., fax no., mobile no.)

Note: Please refer Annexure 'BA' & 'BB' for the details to be filled in each column

Annexure BB		
Sl. No.		Designation
1	S (DF)	Secretary (Defence Finance)
2	FA (DS)	Financial Adviser (Defence Services)
3	CGDA	Controller General of Defence Accounts
4	Addl. CGDA	Additional Controller General of Defence Accounts
5	PCDA	Principal Controller of Defence Accounts
6	PIFA	Principal Integrated Financial Adviser
7	PCA (Fys.)	Principal Controller of Accounts (Factories)
8	Jt. CGDA	Joint Controller General of Defence Accounts
9	CDA	Controller of Defence Accounts
10	IFA	Integrated Financial Adviser
11	CoA (Fys.)	Controller of Accounts (Factories)
12	IFA (Fys.)	Integrated Financial Adviser (Factories)
13	CFA (Fys.)	Controller of Finance and Accounts (Factories)
14	CIA (Fys.)	Chief Internal Auditor (Factories)
15	Addl. CA (Fys.)	Additional Controller of Accounts (Factories)
16	Addl. CDA	Additional Controller of Defence Accounts
17	Sr. Dy. CGDA	Senior Deputy Controller General of Defence Accounts
18	Addl. CF&A (Fys.)	Additional Controller of Finance and Accounts (Factories)
19	Addl. CIA (Fys.)	Additional Chief Internal Auditor (Factories)
20	Jt. CDA	Joint Controller of Defence Accounts
21	Dy. CGDA	Deputy Controller General of Defence Accounts
22	Jt. IFA	Joint Integrated Financial Adviser
23	Jt. CoA (Fys.)	Joint Controller of Accounts (Factories)
24	Jt. CF&A (Fys.)	Joint Controller of Finance and Accounts (Factories)
25	Jt. CIA (Fys.)	Joint Chief Internal Auditor (Factories)
26	Sr. Dy. IFA	Senior Deputy Integrated Financial Adviser
27	Dy. CDA	Deputy Controller of Defence Accounts
28	Dy. CoA (Fys.)	Deputy Controller of Accounts (Factories)
29	Dy. CF&A (Fys.)	Deputy Controller of Finance and Accounts (Factories)
30	Sr. ACGDA	Senior Assistant Controller General of Defence Accounts
31	Sr. Dy. IFA	Senior Deputy Integrated Financial Adviser
32	Dy. CIA (Fys.)	Deputy Chief Internal Auditor (Factories)
33	Asstt. IFA	Assistant Integrated Financial Adviser (Factories)
34	Dy. IFA	Deputy Integrated Financial Adviser
35	Asstt. CDA	Assistant Controller of Defence Accounts
36	Asstt. CoA (Fys.)	Assistant Controller of Accounts (Factories)
37	Asstt. CF&A (Fys.)	Assistant Controller of Finance and Accounts (Factories)
38	Asstt. CIA (Fys.)	Assistant Chief Internal Auditor (Factories)
39	Asstt. CDA (P)	Assistant Controller of Defence Accounts (on Probation).
40	IDAS (P)	Probationer

41	SPS	Senior Private Secretary
42	PS	Private Secretary
43	SAO	Senior Accounts Officer
44	AO	Accounts Officer
45	AAO	Assistant Accounts Officer
46	Deputation post	Designation held on deputation