



"हर काम देश के नाम"
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IMPORTANT

No. AN/1A/1054/SPARROW/SA-Aud

Date: 03.03.2022

To

The CDA RTC Lucknow
The IFA (CC) Lucknow
All sub offices under this organization
All sections in Main Office
(Through website)

Sub: Finalization of APAR 2020-21.

Ref: This office letter No. AN/1A/1054/SPARROW/SA/Aud dated 15.11.2021.

With reference to above mentioned subject it is intimated that the timelines prescribed for finalization of APARs (both manual and on SPARROW) has come to an end and it is observed that some of the APARs are still not submitted/ forwarded to this office.

2. Accordingly all officers in charge are requested to forward a compliance report, stating all officers and staff serving in their respective offices has completed their APARs and same has been submitted to this office for closing, latest by 11.03.2022 though email on pcdaccan1a.dad@gov.in.

3. It is again reiterated that the window for finalization of APARs/ MTPARs for the year 2020-21 shall be closed on 31.03.2022. Therefore all concerned are requested to ensure submission of their respective APARs/ MTPARs without fail to. It is also intimated that officers in charges may obtain undertaking from their staff regarding submission of APARs and in cases of SAOs/ AOs/ AAOs it needs to be ensured that no APARs/ MTPARs are pending in their SPARROW IDs.

Please accord top priority.

Sr. AO (AN)