



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002  
Office of the Principal Controller of Defence Accounts (Central Command)  
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No.AN/1A/1004/Sparrow/SA-Adr

Date: 08.07.2022

**Important Circular**

To,

1. The CDA RTC, Lucknow
2. The IFA(CC), Lucknow
3. All sections of Main Office
4. All Sub-Offices under this organization

**Subject:** Timely completion of APAR for the Year 2021-22 in respect of Non-Gazetted staffs.

With reference to above it is intimated that APARs for the year 2021-22 in respect of all the **Group B & C (Non-Gazetted)** staff posted in **main office / sub offices** has already been generated on Sparrow system. As per the directions of Competent Authority all officer-in-charges are requested to ensure timely completion of APAR cycle (**FY 2021-22**).

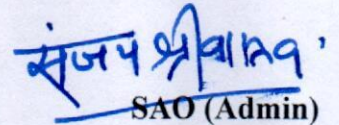
2. In case the individuals have not received the APAR on sparrow system or facing any issues related to wrong mapping of Reporting/Reviewing/Accepting officer, he/she may inform through proper channel to Admin-1A section on e-mail id [pcdacan1a.dad@gov.in](mailto:pcdacan1a.dad@gov.in) latest by **12.07.2022**.
3. As the cut of date for self appraisal has already elapsed therefore all officer-in-charges must ensure that the concerned individuals have completed their self-appraisal and forwarded the same to the concerned reporting officer.

This is to be accorded top priority.

-sd-  
SAO (Admin)

**Copy to :**

1. OA Cell for uploading on the website please

  
SAO (Admin)