



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: 10.08.2022

**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.

**Reference:** DOPT letter No. F.No.11059/01/2014-AIS-III(Part) dated 15.06.2022 & this office letter No.AN/1A/1004/Sparrow/SA-Adr dated 03.07.2022.

Please refer to DOPT letter under reference wherein the existing timelines for recording PAR for the year 2021-22 has been extended. The extended timeline is as mentioned below:

Activity	Cut off Dates	
	Existing	Revised
Self Appraisal for the Current year	15 <sup>th</sup> June,2022	30 <sup>th</sup> June,2022
Appraisal by Reporting Authority	15 <sup>th</sup> August,2022	31 <sup>st</sup> August,2022
Appraisal by Reviewing Authority	15 <sup>th</sup> October,2022	31 <sup>st</sup> October,2022
Appraisal by Accepting Authority	31 <sup>st</sup> December,2022	31 <sup>st</sup> December,2022

2. Please adhere to the above timelines.
3. In continuation to this office letter under reference, it is once again reiterated that the cut off date for self appraisal has already elapsed but as seen from the Sparrow portal some of the APARs/MTPARs of staff are still pending for self appraisal. The Officer-In-Charges may please ensure that the self appraisals of staff are completed on priority basis, otherwise the APARs pending for self appraisal will be force forwarded to the next authority.

This may be accorded top priority.

-sd-  
AO (Admin)

Copy to :

1. OA Cell for uploading on the office website please

AO (Admin)