



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी-226002  
Office of the Principal Controller of Defence Accounts (Central Command)  
Cariappa Road, Cantt., Lucknow, Pin Code - 226002  
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## CIRCULAR

No. AN/1A/1004/SPARROW/SA-Aud.

Dated: 25.01.2023

To

The CDA RTC Lucknow  
All Sub-Offices under PCDA (CC)  
All Sections in Main Office

**Sub:** Introduction of SPARROW for completion of APARs in r/o all Auditors of DAD.

As directed by CGDA HQrs letter No. AN/XIII/13133/Misc/SPARROW/2017 dated 25.10.2019 "SPARROW" (Smart Performance Appraisal Recording Online Window) has been implemented in respect of all Sr. Auditors/Auditors from 2019-20.

In this regard, necessary information is required as per Annexure-'A' in r/o Auditors posted in your office, who have been newly appointed on Auditor's post & promoted from Clerk/MTS to Auditors. Kindly ensure to submit the same by email on [pcdaccan1a.dad@gov.in](mailto:pcdaccan1a.dad@gov.in) latest by 10<sup>th</sup> Feb. 2023.

You are also requested to ensure that all Auditors in your office have obtained their NIC e-mail IDs. If not, they are required to submit the form as per Annexure-'B' (signature on both pages required) duly countersigned by officer-in-charge to AN-1A Section of Main Office.

Besides, you are also requested to direct all Auditors in your office to update their mobile no. in their AADHAR IDs, so as to use "e-Sign" facility as OTP will be sent on mobile no. registered with UIDAI for e-Signing of APAR. (AADHAR no. & mobile no. shall be linked with each other).

**Encl:** As above

**Copy to:**

OI/c OA Cell  
(Local)

For uploading on Website.

  
Accounts Officer (Admin)

  
Accounts Officer (Admin)



ANNEXURE - B1

S.No.	Employee Code	Appellation	Employee Name	NIC E-mail ID	Gender	Father's Name
1	2 A/c No.	3 Sri/Sri.	4	5	6	7

Date of Birth (DD,MM,YYYY)	Nationality	Religion	Category	Service	Aadhar No.	Organization	Organization from Date
8	9	10	11	12	13	14	15

Designation	Designation Joining Date	Type of Appointment	Appointment Order Date	Mobile No.	Present pay	level of Pay
16	17	18	19	20	21	22



National Informatics Centre

Internet Services

Internal Documents

**Government of India**  
**Ministry of Electronics and Information Technology,**  
**NATIONAL INFORMATICS CENTRE**

**Application for E-Mail/Auth [Tick ✓] account for a single user**

(Please read the instructions given in the reverse of this page. The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, NIC, A4B2 Bay, A-Block C.G.O. Complex") Please use CAPITAL LETTERS

- 1) Name of the applicant\*: \_\_\_\_\_ *A/c 96.*  
(Dr./Mr./Ms. First name Middle Name Surname)
- 2) (a) Date of Birth: \_\_\_\_\_ (b) Designation\*: \_\_\_\_\_
- 3) Min./Dept./Org\*: \_\_\_\_\_
- 4) Address for correspondence\*: \_\_\_\_\_
- City: \_\_\_\_\_ Pin Code: \_\_\_\_\_
- 5) Telephone Number : (O)\* \_\_\_\_\_ (R) \_\_\_\_\_ Mobile\*: \_\_\_\_\_
- 6) Preferred Email/Auth id\*\*: a) \_\_\_\_\_  
 b) \_\_\_\_\_
- 7) Alternate e-mail address for correspondence\*: \_\_\_\_\_
- 8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)  
(DD/MM/YYYY)\* \_\_\_\_\_

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent  
 Authority of the Department  
 with date and seal

Signature of the Applicant  
 with date and seal

Account Category:

Free/ Paid

If free, on What Basis: \_\_\_\_\_

If paid, Project No. : \_\_\_\_\_

Signature of NIC Coordinator/HOD  
 with date and seal

Name & Designation: \_\_\_\_\_  
 E-mail and Tel. \_\_\_\_\_

FOR OFFICE USE

**Billing Division(RR Section):**

File Number: \_\_\_\_\_

Payment Processed: Yes/ No

Signature

**User ID Creation:**

Assigned login ID: \_\_\_\_\_

Domain: \_\_\_\_\_

Remarks(BO/PO):

Signature of INOC Incharge

Signature of the Operator

Name & Desig: \_\_\_\_\_

\* Entries are mandatory and need to be filled.

\*\* The login ids will be generated based on the existing email address policy.

\*\* Please check the policy [https://mail.nic.in/docs/NIC\\_Policy\\_on\\_format\\_of\\_e-mail\\_Address.pdf](https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf)

\*\* A suffix may be added to make the email id unique across the domain

NIC-INOC-Internet Services

Version 7.1.5

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## E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given user id and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the account's behalf. NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox or Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443). POP service is over POP3s(port 995). IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services. Please check the FAQ at <https://mail.nic.india.gov.in/docs/POP.pdf>
10. By default accounts will be given access over WEB only (<https://mail.nic.gov.in>). If user wants access over POP/IMAP, he/she has to send the request for the same to [support@nic.in](mailto:support@nic.in). For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
  - Trash - 7 days
  - ProbablySpam - 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone: 1800-111-555 or you can send mail to [support@nic.in](mailto:support@nic.in).
17. Please note that advance payment is a must for paid users.
18. NIC coordinator reserves the right to ask for supporting documents like copy of identity card or any other document deemed appropriate to confirm the credentials of the applicant.
19. NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicant  
with date and seal