



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002

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**CIRCULAR**

No. AN/1A/1004/Circular/SPARROW

Dated: 04.07.2018

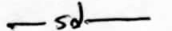
To

The CDA RTC Lucknow  
The IFA CC Lucknow  
All Sub Offices  
All Section under Main Office

**Sub: Introduction of SPARROW for completion of APARs in r/o all Group-'B' Gazetted officers of DAD**

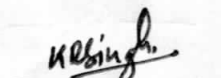
For the convenience of all Group-'B' Gazetted officers of DAD, some important instructions are issued which would be helpful in initiation of their APARs for the year 2017-18 on SPARROW module:-

1. The URL of SPARROW webpage is <https://sparrow-dad.eoffice.gov.in>
2. **DAD-GROUP B (GAZETTED)** has to be selected from the drop-down menu under "Select Service".
3. The log-in details will be as under:-
  - a) **For user name :** Log in with NIC e-mail ID (which is used to open NIC e-mail) along with captcha. Login ID will be before @ sign of NIC e-mail ID (For example - if the username of NIC Mail is arunsingh.dad@hub.nic.in, then user name for SPARROW would be **arunsingh.dad**)
  - b) **Password:** Password would be the same password of NIC e-mail.
4. One can also find his SPARROW login ID by clicking on "Find Your User Name" link on login page. Then SPARROW ID could also be searched either by entering Service ID (i.e. DAD A/c No.) or Aadhaar No.
5. After filling the required part of the APAR, it should be saved first by clicking 'DRAFT' tab at the end.
6. After saving, it should be sent to next higher authority.
7. Time schedule for generation & recording of APAR for 2017-18 is enclosed.

  
(S.K. Gupta)  
Sr. AO (AN)

Copy to:

1. The OI/c - For uploading on website pl  
OA Cell (Local)

  
(Kesh Raj Singh)  
AAO (AN)

Annexure to DoPT OM No.21011/02/2015-Estt.A-II(Part-II) dated 21 May, 2018

Time schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal.

S. No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer	31 <sup>st</sup> July, 2018
2	Forwarding of report by reporting officer to reviewing officer	16 <sup>th</sup> August, 2018
3	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 <sup>st</sup> August, 2018
4	Appraisal by accepting authority, wherever provided	15 <sup>th</sup> September, 2018
5	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 <sup>th</sup> September, 2018
	(ii) Disclosure of APAR to the Officer reported upon where there is accepting authority	25 <sup>th</sup> September, 2018
6	Receipt of representation, if any, on APAR	15 days from the date of communication
7	Forwarding of representation to the competent authority	
	(i) Where there is no accepting authority for APAR	30 <sup>th</sup> September, 2018
	(ii) Where there is accepting authority for APAR	31 <sup>st</sup> October, 2018
8	Disposal of representation by the Competent authority	Within one month of the date of receipt of representation by the competent authority
9	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which the APAR will be finally taken on record	31 <sup>st</sup> December, 2018.