

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS**

**107, LOWER AGRAM ROAD, BANGALORE 560007**

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AN/I/1851/44/APAR/Original/VoI

Dated 25/07.2018

To

1. All SAOs /AOs/AAOs of Main office.
2. Officer-in-charge/SAOs/AOs/AAOs of Sub offices under PCDA Bangalore.
3. IFA HQTC(AF), Bangalore.

Sub: Introduction Of SPARROW ( Smart Performance Appraisal Report Recording Online Window) for completion of APARs in the DAD in respect of all Group-B Officers.

Ref: This Office Important Circular No. AN/I/1054/APAR Dt. 05.12.2016, 02.02.2017, 28.2.2017

As already communicated, APARs/MTPARs from the Reporting Year 2017-18 onwards in respect of all Group-B Officers [SAOs/AOs/AAOs/AD(OL)] have to be processed online through SPARROW. The process has already started and APARs/ MTPARs are being generated. Concerned Officers will receive intimation in this regard shortly through SMS(on Aadhar linked Mobile number)/ email (On NIC Mail ID). Since the system is at initial Stage, it may be possible that SMS/ e-mail is not received. Thus, all concerned officer should login to SPARROW regularly to check the status of their APAR.

2. Action to be taken by the Group-B Officers on receipt of SMS/e-Mail has been enumerated step-by-step in **Annexure-'A'** to this letter for their convenience. All are advised to follow these steps scrupulously while processing the PAR in respect of self & their subordinates.
3. Accordingly, all Group-B Officers, ensure that their Mobile Number is linked with AADHAR their mail-id is active enabling successful log-in SPARROW. Any laxity in this regard will lead to non-initiation of APAR/MTPAR of the concerned officer and in the event of its effect on any service matters, viz. MACP, Promotion etc, the concerned officer will be held personally responsible and no representation, whatsoever, will be entertained by Admin Section in this regard.
4. The instructions / guide lines on sparrow is available in the CGDA website.
5. This may be got noted for strict compliance.

Copy to :

~~EDPS~~ Please upload on the website.

V. S. Mayale  
SAO(AN)

### Annexure-A

Step-1	Log-in to URL " <a href="http://sparrow-dad.eoffice.gov.in">sparrow-dad.eoffice.gov.in</a> " on Mozilla or Internet Explorer. Alternatively a link has been provided on CGDA website under the Menu "Division-Admin".
Step-2	On opening of the Page, take the following action- (I) Select Service- " DAD GROUP-B ( GAZETTED)" (II) Enter User Name-"NIC MAIL ID" before @ sign(For example – if your NIC Mail ID is <a href="mailto:arun.dad@nic.in">arun.dad@nic.in</a> , your USER NAME will be " <a href="mailto:arun.dad">arun.dad</a> ") (III) Enter Password for NIC Mail (IV) Enter CAPTCHA Value (V) LOG-IN
Step-3	A screen will open after successful login. Go to top right hand corner of the screen where your name will appear along with a drop down menu. Click the drop down menu and select " <b>Update Aadhaar /E Mail/Mobile</b> ". A window will appear. Please enter your Aadhaar No. After submission of Aadhaar details, an OTP will be received on your Mobile No. seeded with Aadhaar, enter the OTP and click " <b>Verify &amp; Update</b> " to authenticate e-sign. After successful completion of this step, a green tick mark will appear in front of Aadhaar No. , which indicates that e- signing has been enabled. In the similar way Mobile No. linked with Aadhaar & NIC Mail ID may also be updated.  <b><u>(This is a onetime activity required to enable e-sign for submission of APARs and not required to be performed at each login)</u></b>
Step-4	Click " <b>Inbox</b> " on the left side of the Screen, a new screen will appear. Find the menu " <b>My PAR</b> " and click it, this will give you an access to the relevant portion of APAR, i.e Self Appraisal. Click the "APAR ID" your APAR will open on the screen. Complete the self appraisal portion and submit with Aadhaar enabled e-sign using OTP. This will be enabling you to send the APAR to your Reporting Officer online. A confirmation message will appear on the screen and received on your registered Mobile No. & NIC Mail as well. Similar message will be delivered to Reporting/Reviewing Officer (SMS & E mail).
Step-5	Step-4 above will be for completion of self appraisal portion. For Reporting & Reviewing, similar action as stated in Step-4 will be taken and " <b>Assess PAR</b> " Menu will be used. Rest of the process will be the same.
Step-6	In case of any difficulty send your problem using NIC Mail to " <a href="mailto:vsmanjula.dad@hub.nic.in">vsmanjula.dad@hub.nic.in</a> "

#### **Important Dates for completion of different portions of APAR/MTPAR**

Self Appraisal by the Officer Reported upon:-	31.07.2018
Appraisal by Reporting Officer	:- 16.08.2018
Completion by the Reviewing Officer	:- 31.08.2018
Completion by Accepting Officer	:- 15.09.2018