



कार्यालय, रक्षा लेखा प्रधान नियंत्रक, बेंगलूरु
107, लोवर अग्रम रोड, अग्रम पोस्ट, बेंगलूरु - 560 007

(प्रशासन - 2)

O/o the Principal Controller of Defence Accounts, Bengaluru
107, Lower Agram Road, Agram Post, Bengaluru - 560 007
(Admn. - II)



दूरभाष - 080-29710474, 29710475, विस्तार - 113

फेक्स - 080-29710133

PHONE: 080-29710474, 29710475, Ext.: 113

FAX: 080-29710133

(e mail - pcdablradmin2.dad@gov.in)

IMPORTANT CIRCULAR

No.: AN/II/033/APAR/2021-22

Dated: 02-11-2022

To,

The Officer in Charge,
All Sections in Main Office
All the Sub Offices under PCDA Bengaluru

Subject: Completion of APAR for the Assessment Year 2021-22

It is seen from our Records that APARs have not been completed by the Officers and Staff as per laid down DoPT timelines.

2. As far as completion of APARs in "SPARROW" is concerned, the following guidelines are brought to the knowledge of all for compliance:

a) In case of failure of an Officer/Staff to submit self-appraisal as per DoPT timelines to the Reporting Officer, the PAR Manager shall "Force Forward" the same to the Reporting Officer without self appraisal.

b) The Reporting Officers should also keep a watch on the movement of APARs of Officers working under them and ensure that the APARs are written timely. In case, the self appraisal is not submitted timely, then the force forwarded APAR without self appraisal shall be written by the Reporting Officer. It is also highlighted that in APARs of Reporting Officer's (while submitting their PARs to their Reporting Officer's), there is a column where they have to certify that APARs of their subordinates have been completed in time.

c) The Reporting/Reviewing/Accepting Officers are also requested to complete the APARs as per DoPT timelines (time line is enclosed as Annexure). The online recording of APARs on SPARROW system closes on 31st December after which it will not be possible to take any action on the APARs.

3. This is for strict compliance by all, failure of which will be viewed seriously by the Competent Authority.

Encl.: As above

-Sd/-

(N Dhanalakshmi)
D.C.D.A. (AN)

Copy to:

EDP Section (local)	For posting the Circular in the website.
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Accounts Officer (AN)

Time Schedule for completion of APAR

S. No.	Activity	Date by which completed
1.	Generation of APARs	15 th April
2.	Submission of self appraisal to the reporting officer by officer reported upon	10 th June
3.	Submission of report by reporting officer to reviewing officer	10 th July
4.	Submission of report by reviewing officer to accepting authority	10 th August
5.	Recording of comments by the Accepting Authority	10 th September
6.	Disclosure of PAR to the officer reported upon by the Custodian	25 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure.
8.	End of entire APAR process after which the APAR will be finally taken on record	31 st December

Note: Timelines for different channels are subject to guidelines issued by DoPT from time to time.