



कार्यालय: रक्षा लेखा प्रधान नियंत्रक
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007
NO. 107, LOWER AGRAM ROAD, BANGALORE – 560 007
फोन नं./Phone No. - 29710474, 29710475 फैक्स नं./Fax No. - 29710132



NO. AN/II/033/APAR/2020-21

Date: 12/04/2021

IMPORTANT CIRCULAR

To

- All Sections in main office
- All Sub offices under PCDA Bangalore

Subject: Introduction of SPARROW for completion of APARs in respect of all Sr. Auditors and Auditors in DAD

1. It has been decided to implement online system for writing APAR of Senior Auditors and Auditors in DAD from the reporting year 2020-21 using the software SPARROW. In this connection it is instructed to submit the details of Sr. Auditors/ Auditors serving in your office/section in the format prescribed in **Annexure A** positively by **23/04/2021**.
2. All Sr. Auditors/ Auditors are directed to apply for NIC email IDs and password through EDP Section of PCDA Bengaluru Main Office immediately and get their Aadhar ID and Mobile number seeded in UIDAI data base. One time password (OTP) will be sent on mobile number registered with UIDAI for e-signing of APAR (AADHAR number and mobile number shall be linked with each other).
3. It is also requested to furnish the Reporting/Reviewing/Accepting Authority as per format given below in respect of Senior Auditors/ Auditors serving under your office for the year 2020-21. The details of transfer out/retired Senior Auditors/ Auditors during the period from 01-04-2020 to 31-03-2021 may also be furnished by return fax/mail along with leave details.

Sl No	Name of SA/ Aud	Name of Reporting officer	Name of reviewing officer	Name of Accepting officer

It is also requested to provide the details of Leave other than CL, RH/CH for the period from 01.04.2020 to 31.03.2021 in respect of all the Senior Auditors/ Auditors for uploading the same in SPARROW as per proforma mentioned below. **Treat this matter as Most Urgent.**

Name	Nature of Leave	No of days	Period		Whether		
			From	To	Pre-Sanctioned	Post-Sanctioned on MC	Post-Sanctioned on PA

(PCDA has seen)


(C V Sudhakara Reddy)
Accounts Officer (AN)

ANNEXURE A

Sl No.		
Account No.		
Shri/ Smt/ Kum		
Employee Name		
NIC Email ID		
Gender		
Father's name		
Date of Birth (DD.MM.YYYY)		
Religion		
Category(Gen/OBC/SC/ST)		
Aadhar No.		
Date of joining PCDA Bengaluru		
Designation		
Date of joining current Designation		
Type of appointment: (Regular/ Compassionate)		
Mobile No.		
Present pay		
Level of Pay		