



रक्षा मंत्रालय  
Ministry of Defence

रक्षा लेखा नियंत्रक कार्यालय गुवाहाटी  
उदयन विहारगुवाहाटी, नारंगी, - 781171 Office  
of the Controller of Defence Accounts Guwahati  
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No: AN/IB/APAR/SPARROW/ GR B&C /Vol-V

Dated:17.02.2026

**Important Circular No.: 20**

To

All Section of Main Office  
All Sub-Office including IFA Offices  
(Under pro-forma control of CDA Guwahati)

**Subject: Implementation of IVth Phase of SPARROW (Online APAR) for processing of APAR for remaining posts in DAD w.e.f reporting year 2025-26.**

**Reference: HQrs. Office letter No. AN/XIII/13133/Misc/SARROW/2025/Phase 4 dated 17.02.2026.**

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This is with reference to HQr offices's letter cited above (copy attached) on the subject matter which is self-explanatory in itself.

2. Accordingly, it is required to be ensured by the Officer-in-charge of Sub offices/ Sections under the organization of CDA(A) Guwahati that Web VPN account of all the officials/officers including AD(OL), Supervisors (A/Cs), STO, JTO, Librarian, Clerk, DEO-B&C, PPS, SPS, PS, Steno-I&II, Drivers, MTS and Wet Canteen employees etc. in their office/section has been created. If not, the requisite details may kindly be provided as per attached annexure to this office via E-mail only ([cdaguwadmin1b.dad@hub.nic.in](mailto:cdaguwadmin1b.dad@hub.nic.in)) latest by 19.02.2026. No physical copies of the annexure are required to be submitted to this office.

This may be accorded as Top Priority.

**Enclosure:As above.**

( J B Bdg, IDAS)  
DCDA(AN)

Copy to:

The Officer in Charge :  
IT & SW

It is requested to transmit the same to all the concerned offices through NIC mail please.

— Sd —  
(Nazrul Islam)  
SAO(AN)



रक्षा लेखा महानियंत्रक कार्यालय  
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No. AN/XIII/13133/Misc/SPARROW/2025/Phase 4

Date: 17.02.2026

To

All PCsDA/CsDA

(Through CGDA Website)

**Subject: Implementation of IV<sup>th</sup> Phase of SPARROW (Online APAR) for processing of APAR for remaining posts in DAD w.e.f. reporting year 2025-26.**

SPARROW (Smart Performance Appraisal Report Recording Online Window) has been implemented in a phased manner in the Department. Initially, the SPARROW portal was made operational for Group 'A' IDAS Officers of the Department in Phase-I during the year 2017. Subsequently, the project was implemented for the then Group 'B' Gazetted Officers of the Department (SAO/AO/AAO) in Phase-II w.e.f. Reporting Year 2017-18. Thereafter, in Phase-III, SPARROW was implemented for Senior Auditors and Auditors of the Department w.e.f. reporting Year 2020-21.

2. Now, it has been decided by the Competent Authority to implement the IV<sup>th</sup> Phase of the SPARROW w.e.f. reporting year 2025-26 for all remaining categories of employees who are presently not on-board the SPARROW portal. This will cover AD (OL), Supervisors (A/Cs), STO, JTO, Librarian, Clerk, DEO-B & C, PPS, SPS, PS, Steno-I & II, Drivers, MTS and Wet Canteen employees, etc. in DAD.

3. Accordingly, PCsDA/CsDA are requested to obtain and compile the data in respect of the above categories of employees so that WEBVPN accounts may be created by the HQrs Office in consultation with NIC. The format for collection of data is enclosed as **Annexure 'A'** to this letter. The compiled data may be furnished in an Excel sheet and the soft copy of the same may also be forwarded to HQrs Office through email at [sparrowb.dad@hub.nic.in](mailto:sparrowb.dad@hub.nic.in) in latest by **27.02.2026**.

4. It may also be ensured that all out efforts are made at PCsDA/CsDA level to ensure that no employee is left out of the exercise. The data so collected should be free from errors, especially with regard to Account Number, Mobile Number and Email ID of the employees. The Mobile Number provided must be linked with the NIC Email ID and Aadhaar Number of the employee to enable validation while accessing the SPARROW portal. Further instructions on the subject will follow.

5. This issues with the approval of the Competent Authority.

20/2  
17/2/26  
(Sandeep Sheoran)  
Sr. Asstt. CGDA (AN)

