



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
उदयन विहार, नारंगी, गुवाहाटी-781171  
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No. AN/IB/APAR/SPARROW/IDAS/Vol-II

Dated: 25.08.2021

**IMPORTANT CIRCULAR 59**  
**THROUGH WEBSITE**

To;

All IDAS Officers

All section of Main Office

All Sub-Office

Subject: Timely completion of PARs.

Ref: HQrs. Office letter No. IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS) dt. 24/08/2021.

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Please refer to the HQrs. Office letter cited under reference (Copy enclosed), which is self explanatory. In this connection, all the officers are requested to strictly adhere to the timelines for the completion of PARs of the year 2020-2021, failing which the PAR will be auto-forwarded to the next level without recording their remarks.

2. Also, Please refer to CDA Guwahati Important Circular No. 57, Circulated vide Admin-1B letter No. AN/IB/APAR/SPARROW/GR B&C/Vol-II dated 06.08.2021. In this connection, Officer/Section-in-charge of all the Sections of Main Office and Sub Offices are requested to ensure that online APARs/MTPARs in respect of all Senior Auditors/Auditors under them are completed as per the timelines for the completion of PARs of the year 2020-2021.

A strict compliance of the above may please be ensured.

Sd/-

एन.के. बिस्वास, आईडीएस /N.K. Biswas, IDAS  
उपनियंत्रक (प्रशा) /Deputy Controller (Admin)

Copy to:

1. The Officer in Charge, IT & SW

- For uploading in CDA Guwahati Website please.

*(Signature)*  
(Shantonu Singha) 25/8/2021

लेखा अधिकारी (प्रशा 1B) /Accounts Officer (Admin-1B)



भारत सरकार  
Govt. of India

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रक्षा मंत्रालय  
Ministry of Defence

वेबसाइट/website: www.cgda.nic.in

No.: IDAS-PAR0Corr(FY19)/1/2020-AN(E-IDAS)

Date: 24/08/2021

**IMPORTANT CIRCULAR**  
**THROUGH WEBSITE**

To

All PAR Managers/PAR Custodians (for IDAS)  
All IDAS officers

Sub: Timely completion of PARs

Ref: Circulars issued vide this office of even no. dated 13/04/2021 & 22/06/2021.

Please refer to this office circular of even no. dated 13/04/2021 wherein the PAR Managers were directed to force-forward the PARs to next level, if the stage was not completed within due dates and it was stated that separate 4-tier forms were being introduced on SPARROW for PARs having dual reporting or dual reviewing.

2. To ensure timely completion of the PARs, it has been decided by the Competent Authority to incorporate AUTO-FORWARDING of PARs on SPARROW from assessment year 2020-21. Now, if a stage of a PAR is not completed within the due dates, the PAR will automatically be sent to the next stage by the portal without any manual intervention.

3. A decision has also been taken by the Competent Authority that the 4-tier forms are now not being incorporated on SPARROW. The stages having dual reporting or dual review are to be completed manually as being done earlier. However, to ensure timely completion of such stages, the office concerned may send the PAR to the assessing authority concerned clearly mentioning the due date, as provided in this office circular of even no. dated 22/06/2021. If the assessment is not received within the due date, the same may not be awaited further and a certificate of the stage not being received may be issued by the concerned office immediately. The PAR along with the certificate may immediately be sent to the next authority or uploaded on SPARROW, as the case may be.

4. The timelines for the PARs of the year 2020-21 have already been circulated vide this office circular of even no. dated 22/06/2021. All officers are requested to strictly adhere to the timelines, failing which the PAR will be auto-forwarded to the next level without recording their remarks.

  
(Manish)

Sr. ACGDA (Admin)