रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

उदयन विहार, नारंगी, गुवाहाटी-781171

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail:cda-guw@.nic.in फैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.

No. AN/IB/APAR/SPARROW/GR B&C/Vol-II   **Dated: 06.08.2021**

IMPORTANT CIRCULAR NO. 57

(Through Website Only)

Subject: Implementation of third phase of SPARROW for Senior Auditors/Auditor in DAD.

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In compliance with Headquarters Office Circular No. AN/XIII/13133/Misc/SPARROW/2017 dated 28/07/2021 (Copy enclosed), third phase of SPARROW for Senior Auditors/Auditor in DAD has been implemented. The APARs/MTPARs, for the Reporting Period 2020-2021, in respect of all Senior Auditors and Auditors under CDA Guwahati has been generated online over SPARROW Portal.

All users can access the SPARROW application through URL **https://sparrowbandc-dad.cgda.gov.in** on Internet for completion of APARs/MTPARs. **No hard copies of APAR form in respect of SA/Adr shall be issued / processed for the FY 2020-21 from this end.**

Further, all users must strictly adhere to the timeline for the completion of their respective part as circulated by DOPT letter No. 21011/02/2015-Estt (A-II)-part-II dated 17th June 2021 (Copy enclosed). In this regard all Senior Auditors and Auditors must complete their **Self Appraisal before 31st August 2021, after which the APARs /MTPARs shall be force forwarded to the Reporting Officer and no further extension shall be provided.**

In case any discrepancies or problem faced by the users in accessing/processing of APARs/MTPARs, the issue may immediately brought to the notice of ADMIN-IB Section of MO CDA Guwahati through NIC mail cdaguwadmin1b.dad@hub.nic.in only.

Officer-in-charge of all the sections of Main Office and sub offices are also requested to ensure that online APARs/MTPARs in respect of all Senior Auditors/Auditors under them have been generated over SPARROW Portal and any left out cases may brought to the notice of ADMIN-IB Section.

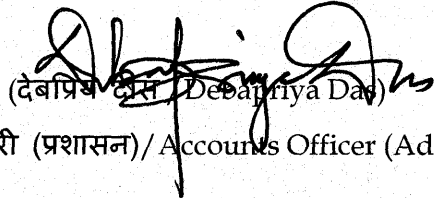The content of this circular may be noted by all.

एन. के. बिस्वास, आईडीएएस / N.K. Biswas, IDAS
उप नियंत्रक (प्रशा) / Deputy Controller (Admin)

Copy to:

1. All GOs/Sr. AOs/AOs/Hindi Officer of M. O. CDA Guwahati.
2. All Sections of the Main Office
3. All Sub Offices under CDA Guwahati :   Through website only
4. PS to CDA
5. Display of Notice Board
6. The Officer in Charge, EDP   -   For uploading in CDA Guwahati Website please. **Also to embed the link of SPARROW FOR SA/ADR https://sparrowbandc-dad.cgda.gov.in** in CDA Guwahati Website.

(देबप्रिय दास / Debapriya Das)
लेखा अधिकारी (प्रशासन)/ Accounts Officer (Admin)

No.21011/02/2015-Estt.(A-II)-part.II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated 17th June, 2021

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of Annual Performance Assessment Report (APAR) in respect of Group 'A', 'B' and 'C' officers of Central Civil Services for the year 2020-21.

The undersigned is directed to invite attention to this Department's OM of even number dated 14.04.2021 on the above subject, extending the timelines for distribution / online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, owing to the situation arising out of the lock down due to spread of corona virus.

2.   In view of the prevailing situation, it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services, as a one-time measure, as specified in **Annexure**.

3.   The extended timelines for the APAR year 2020-21 shall also apply to the reporting / reviewing / accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

4.   Further, the decision conveyed *vide* OM of even number dated 14.06.2021 delinking recording and completion of APAR for the year 2020-21 from the conduct of Annual Medical Examination and thereafter submission of summary of medical report by 31.12.2021, shall stand.

(Murali Bhavaraju)
Deputy Secretary to the Govt of India

All Ministries/Departments/Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoPT, North Block, New Delhi
2. NIC, for uploading in DoPT website

Time schedule for recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR	31st July, 2021
2.	Submission of self-appraisal to the reporting officer	31st August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30th September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15th December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority.	30th November, 2021
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	31st December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority	
	(i) Where there is no accepting authority for APAR.	31st December, 2021
	(ii) Where there is accepting authority for APAR.	15th January, 2022
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31st March, 2022

रक्षा लेखा महानियंत्रक / Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली छावनी / Ulan Batar Road, Palam,
Delhi Cantt - 110 010
AN-Disp & Vig
e-mail:"sparrowb.dad@hub.nic.in"
☎ - 011-25665562, 25665813, Fax No. 011-25674806/25674821

No AN/XIII/13133/Misc/SPARROW/2017   Dated:28.07.2021

To

     All Pr. Controllers/Controllers/CsFA (Fys)
     (Through CGDA's web-site)

Sub: Implementation of third phase of SPARROW for SA/Adr in Defence Accounts Department.

Ref:-   In continuation of this HQrs Office letter of even no dated 06.04.2021.

     In order to implement third phase of SPARROW for Senior Auditors/Auditors in Defence Accounts Department, it is intimated that the online APAR of SA/Adr is now live on the SPARROW application and is accessible through URL https://sparrowbandc-dad.cgda.gov.in on Internet for uploading/ updation of data base/processing of APAR.
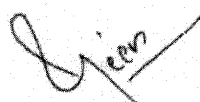
2.   It is, therefore, requested to intimate the name of the officials, who will perform under mentioned roles in each controller offices by return mail on sparrow.dad@hub.nic.in, so as to enable this HQrs office to assign the roles for processing of on line APAR.

Sl No.	Role	Responsibility	Preferable officer
1.	Employee Management Data (EMD) Manager	He is responsible for entering all the basic details of employee and update it in the sparrow portal.	SAO/AO/AAO
2.	PAR Manager	Create the PAR/Update the workflow / delete the workflow, if required.	SAO/AO/AAO
3.	Primary Custodian	Create the PAR/Update the workflow / delete the workflow, if required. Mangage and maintain the PAR database and also responsible for disclosing of APAR to the individual after closing of APAR.	SAO/AO/AAO (only one person can be given this responsibility in whole organisation (viz. PCDA/CDA/CFA)

4.	Alternative Custodian	Create the workflow/PAR	SAO/AO/AAO
5.	Dossier Access Authority	Access the dossier of completed APARs	SAO/AO/AAO (only one person in each controller)
6.	EMD Verifier	Rectification of data, transfer in or transfer out of the staff	SAO/AO/AAO

Note:-

i. EMD Manager (Sl. No. 1) and EMD Verified (Sl. No. 6) should not be the same officer.

ii. Only one officer can be designated as Primary Custodian and Dossier Access Authority in each Controllers offices.

iii. EMD Manager, EMD Verifier, PAR Manager and Alternative Custodian can be allotted to multiple officials.

iv. The officials who are already performing the roles mentioned under column no. 2 of table in respect of SAO/AO/AAO can also be assigned (to be nominated again) similar or different roles in respect of SA/Adr.

4. Further, it is also noted that alert facility via SMS/mail is not operational as of now. However, efforts are being made to make it operational in due course. It is, therefore, necessary that all the users to check their inbox of APAR for adhering the time limit in processing of APARs.

5. A Standard Operation Porceudre(SOP) is attached for use and ready reference. In case of any difficulties in the implementation of SPARROW this HQrs office may be approached through the abovementioned mail.

6. In view of the above, hard copies of APAR form of SA/Adr should not be issued/processed for the AY 2020-21.

7. Matter may please be accorded 'Top Priority'.

(Rajeev Ranjan Kumar)
Dy. CGDA(AN)

Standard Operating Procedure (SOP)

For

Group-'B' Non-Gazetted and 'C' employees

The SPARROW application of Senior Auditors/Auditors is now accessible through URL https://sparrowbandc-dad.cgda.gov.in on Internet for uploading/ updation of data base/processing of APAR.

(https://sparrowbandc-dad.cgda.gov.in through Internet)
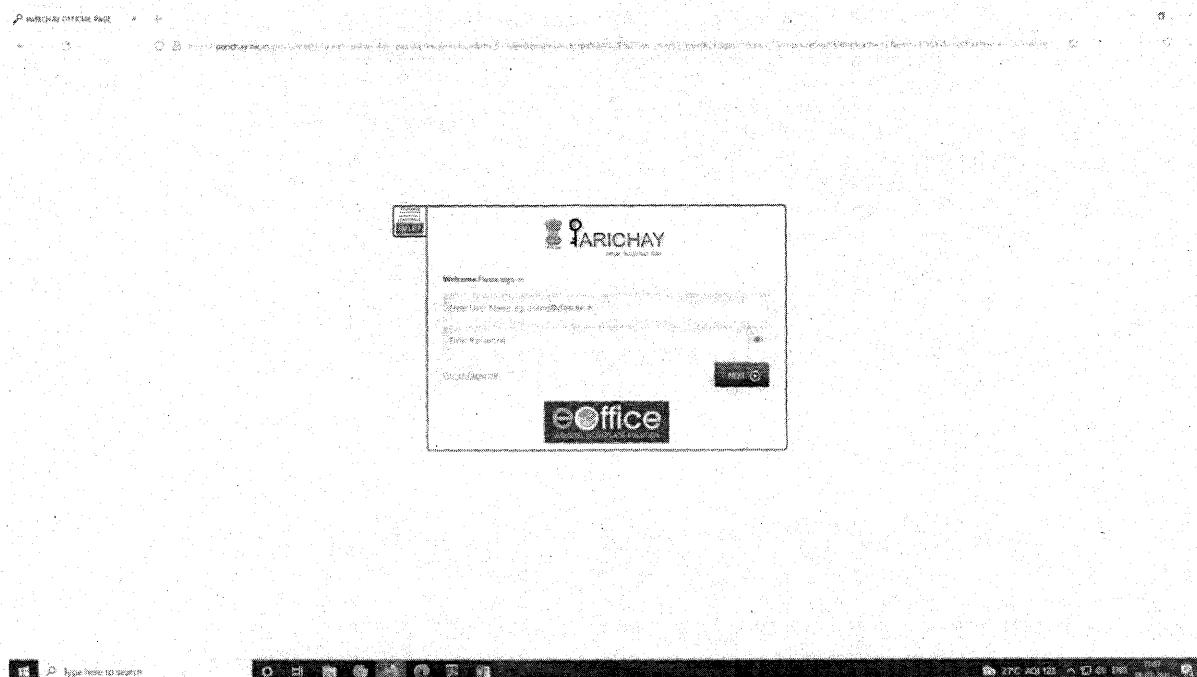
This is the first screen of Smart Performance Appraisal Report Recording Online Window (SPARROW) system. This screen asks for the User Name, Password and OTP to log in to the system. System authenticates the user name and password from the database and then allows the user to continue.

3. User name is NIC e-mail ID in full and password is NIC e-mail password. OTP will be send on mobile number linked with NIC mail ID.

4. After logging in through User ID & Password, the following screen appears and in the left side of the screen below SPARROW icon, different tab is available and Administrator and user may click the tab as per their requirement.

User- Standard Menu- The user select the button 'My PAR' in the screen appears below and fill the Part –II of the form i.e Self-Appraisal and Submitted to the Reporting Authority by using Adhar Based e –Hastakshar and also check the personal details in Part-I of the APAR. User may also click the tab 'User Assistance' to track their PAR and click the 'Dossier' tab to download/view their completed APAR.
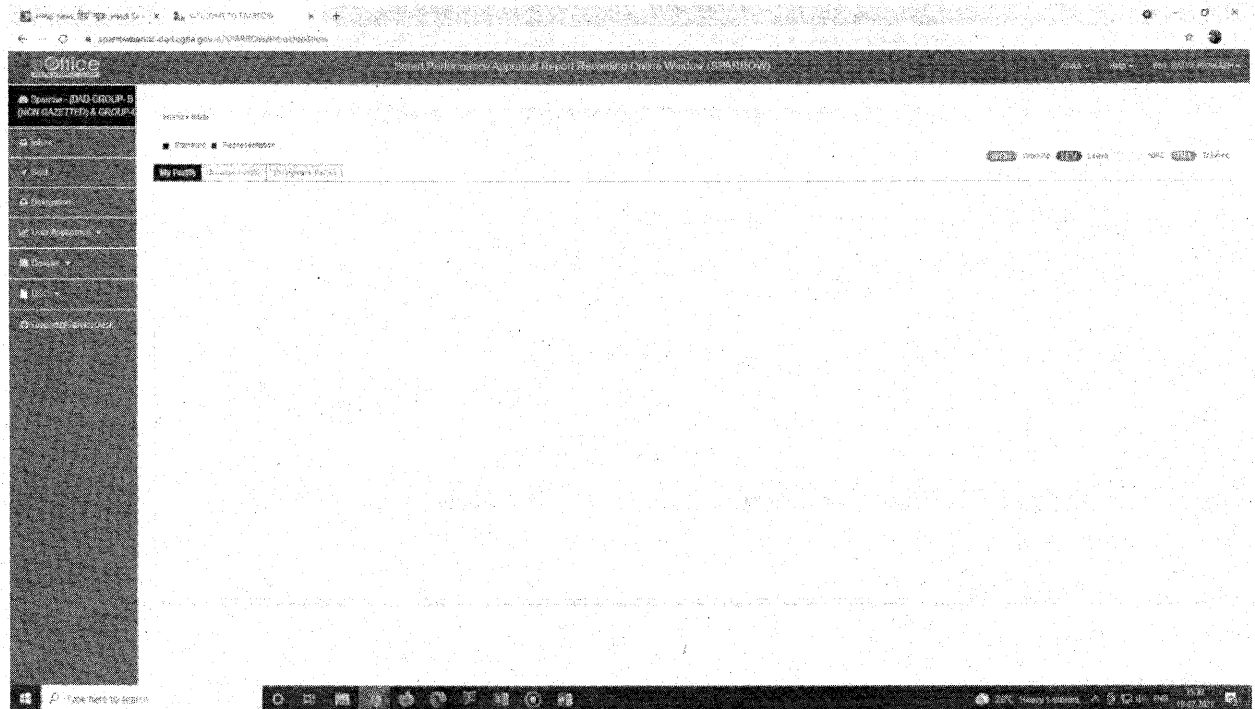
Administrator-Standard Menu
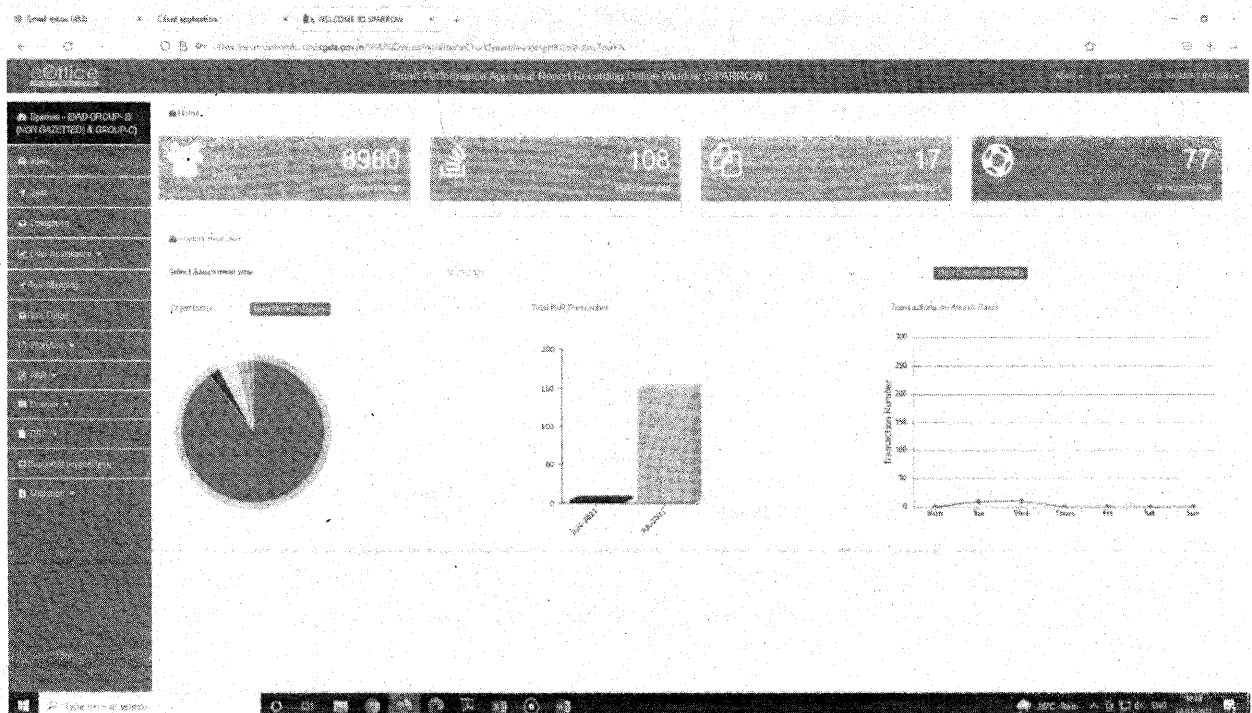
5. **Standard Menu- Administrator -**

EMD tab, there are two roles in EMD tab, one is EMD manager who is responsible for punching of data in the SPARROW portal and other role is EMD verifier who is responsible for rectification of data, transferring of officials in their organization etc.

(A)**EMD Manager**- After clicking the EMD tab the following screen appears:-

(ii).   In the above screen, there are three icons in the tool bars. EMDs should have to be clicked on 'Search Employee' through which EMD can search any employee of their organization and by clicking 'Create New Employee' for feeding the data of a new employee.

(iii).   During the feeding of data the following points should be taken care for:

(a)   All the asterisk mark data should be mandatory to feed.

(b)   Others column are optional.

(c)   When the date of birth is filed in the right side of the above screen the date of birth in the left side (Christian era in words) should automatically indicated.

(d)   In the 'Login Type' option EMD Manager to click on LDAP.

(e)   For the 'Type of Appointment' click on Regular Basis.

(iv)   While feeding the data, service should be selected Group-'B' (Non Gazetted) & Group- 'C' . {Group A & B (Gazetted) is only for SAO/AO/AAO only}

(v) Designation should be selected from drop box as Senior Auditor/Auditor as the case may be.

(B)EMD Verifier –After clicking the EMD tab following screen appear:-

There are six icons in the toll bar, EMD verifier can search the employee and edit their data, initiate transfer, relieving the employee and also transfer in the employee in their organization.

(C)   Workflow- After clicking the workflow tab following screen appear:-

In the above screen, we have select the icon 'workflow within the same organization' and search the employee whose workflow will be created by clicking his Account No./name etc.

After clicking the 'search' button, the following screen appears:-
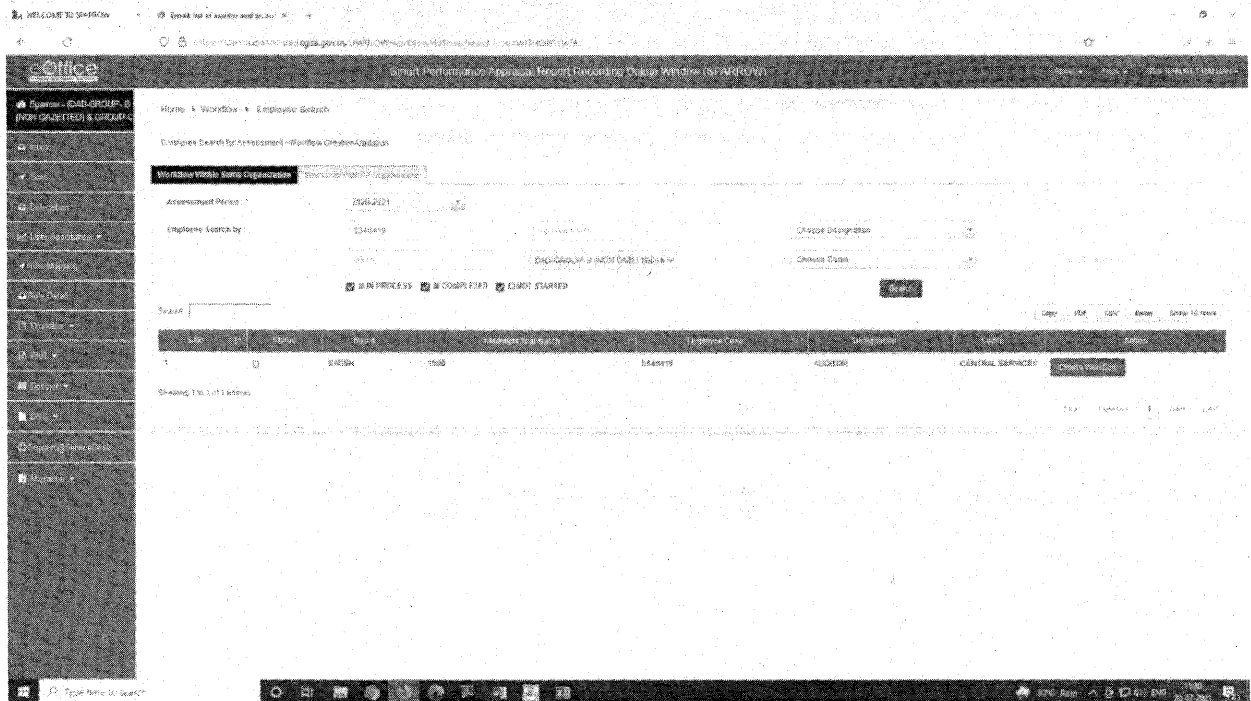
We have to click the icon create workflow for the individual, then the following screen appears:-
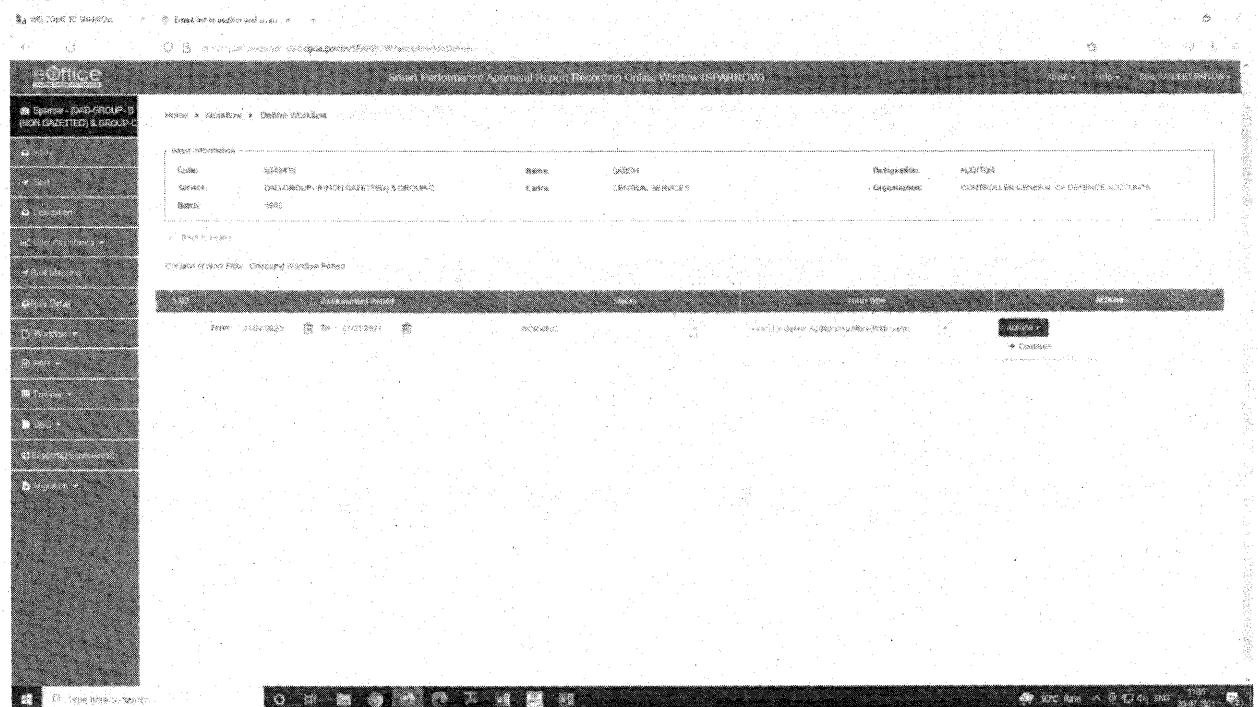
In the above screen, we have to select the assessment period and click the icon action and then click the continue to proceed further.

After clicking the continue icon the following screen appears:-

We have to select the **Reporting Authority, Reviewing Authority & Accepting Authority** by clicking the search button. After clicking the search button the following screen appears:-

We have to search the employee by selecting group i.e IDAS, DAD A & B (Gazetted) and their Account No./name etc. After selecting Reporting, Reviewing & Accepting Authority we have to click 'save' button.

After clicking the save button, the following screen appear: -

In the above screen, we have to click the button 'Action' then three button appears Update, Delete & Generate APAR. We have to click button 'Generate PAR' button to generate the APAR of official. After that the following screen appears:-

We have to fill up the Part-I of the APAR very carefully as per the available documents and clicking the button 'Send to Officer Reported upon'.

After clicking the button 'Send to Officer Reported upon' , the following screen appears:-

We have to click the button 'e-Hastakshar' for mode of signing and tick the box just above 'I agree' button to proceed further, the following screen appears :-

We have to enter our 12 digit Adhar No. and click the button 'Get OTP' and after entering the OTP the APAR has successfully sent to the individual. OTP will be send on the mobile number linked with the Adhar.

6.   "SIGNOUT" button to be used for logging out of the system.

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