

3741

**O/O THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
[WESTERN COMMAND], SECTOR-9, CHANDIGARH**

IMPORTANT CIRCULAR

**SUB: Online Completion of APARs in 'SPARROW' – Extension of
timelines for completion of APAR for the year 2017-18

APARs in r/o SAOs/AOs have been generated online through 'Sparrow' and in this regard, It has been intimated by HQrs office that DOPT vide their OM dated 21.05.2018 has relaxed the dates for filling up of Self Appraisal, Reporting, Reviewing and Acceptance of APAR for the year 2017-18 through Sparrow web portal and this relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2017-18 after 31.12.2018. Further, where the Reporting, Reviewing and the Accepting Authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assignment within stipulated time. The following steps as per annexures (screen shots) may be followed while filling up the APAR.

The revised target dates for recording of APAR online for the year 2017-18 are enclosed as annexure.

Sahil Goyal
[Sahil Goyal]
DCDA [AN]

NO. AN/I/1043-APAR
DATED: 06/06/2018

Distribution:-

ALL IDAS OFFICERS/SAOs/AOs/AAOs	
ALL SUB OFFICES UNDER PCDA [WC]	
ALL SECTIONS IN MAIN OFFICE	
SPS to PCDA /PA to Addl CDA /GO (AN)	


Annexure to DoPT OM No.21011/02/2015-Estt.A-II(Part-II) dated 21 May, 2018

Time schedule for generation and recording of APAR for the year 2017-18 through SPARROW web portal.

S. No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer	31 st July, 2018
2	Forwarding of report by reporting officer to reviewing officer	16 th August, 2018
3	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31 st August, 2018
4	Appraisal by accepting authority, wherever provided	15 th September, 2018
5	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September, 2018
	(ii) Disclosure of APAR to the Officer reported upon where there is accepting authority	25 th September, 2018
6	Receipt of representation, if any, on APAR	15 days from the date of communication
7	Forwarding of representation to the competent authority	
	(i) Where there is no accepting authority for APAR	30 th September, 2018
	(ii) Where there is accepting authority for APAR	31 st October, 2018
8	Disposal of representation by the Competent authority	Within one month of the date of receipt of representation by the competent authority
9	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
10	End of entire APAR process, after which the APAR will be finally taken on record	31 st December, 2018.

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SPARROW

| Smart Performance Appraisal Report
Recording Online Window |

DAD-GROUP B (G4)

User Name: praveenkakar.cpda Find Your User Name *

Password: *****

Captcha: nxsrYb

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Smart Performance Appraisal Report Recording Online Window (SPARROW)

About | Shri. PRAVEEN KAKKAR

Sparrow

- Inbox
- Sent
- User Assistance
- Dossier
- DSC
- IPR
- Support@ServiceDesk

Home > Inbox

Standard Representation Referral Memorial To President

My Par(1) Assess Par(0)

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S.No	E	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	E	2018-01042017-31032018-2019356	Form IV - StAO ...	04/06/2018	VJAY SANDAL ...	04/06/2018	Officer Reporte...	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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Smart Performance Appraisal Report Recording Online Window (SPARROW) About Shri. PRAVEEN KAKKAR

Sparrow

Inbox

Sent

User Assistance

Dossier

DSC

IPR

Support@ServiceDesk

Basic Information

Name: PRAVEEN KAKKAR Cadre: CENTRAL SERVICES Service: IDAS-B
 Designation: SENIOR ACCOUNTS OFFICER SAO Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details

Standard

Basic Information Self Appraisal

(रक्षा खाता विभाग)
 (DEFENCE ACCOUNTS DEPARTMENT)

व.सं.अ./सं.अ./स.सं.अ. के संबंध में / Annual Performance Assessment Report in respect of SAOs/AOs/AOs for the period from 01/04/2017 से /to 31/03/2018 तक की अवधि के लिए वार्षिक कार्यनिष्पन्न मूल्यांकन रिपोर्ट

रिपोर्ट PCDA(WC) CHANDIGARH के कार्यालय द्वारा चमित
 Report initiated by the office of PCDA(WC) CHANDIGARH

भाग -I/PART -I
 वैयक्तिक खीरा /PERSONAL DATA
 (कार्यालय के प्रशासनिक अनुभाग द्वारा भरा जाए)
 (To be filled in by the Administrative Section of the Office)

1. अधिकारी का नाम
 Name of the Officer (IN BLOCK LETTERS) PRAVEEN KAKKAR

2. खाता संख्या
 Account No. 8333608

3. जन्म की तिथि (दिन/माह/वर्ष)
 Date of Birth 29/09/1971

4. क्या अधिकारी अ.सं.अ.व.सं.अ.व.सं.अ. से संबंधित है?
 Whether the officer belongs to SC/ST/OBC? हाँ /Yes नहीं /No

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Smart Performance Appraisal Report Recording Online Window (SPARROW) About Shri. PRAVEEN KAKKAR

Sparrow

Inbox

Sent

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Dossier

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Support@ServiceDesk

Basic Information

Name: PRAVEEN KAKKAR Cadre: CENTRAL SERVICES Service: IDAS-B
 Designation: SENIOR ACCOUNTS OFFICER SAO Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details

Standard

Basic Information Self Appraisal

Reload Old PAR

भाग -II/PART -II
 स्व-मूल्यांकन/Self APPRAISAL
 (जिस अधिकारी की रिपोर्ट लिखी जानी है, उसके द्वारा भरा जाए)
 (TO BE FILLED BY THE OFFICER REPORTED UPON)

1. किये गए कार्यों का संक्षिप्त विवरण
 Brief description of duties.

2. क्या आपने अपने लिए वार्षिक कार्य योजना निर्धारित की है? यदि हाँ, तो कार्य के संक्षिप्त विवरण सहित निर्धारित किए गए लक्ष्यों का ब्रीफ दे।
 Have you set the annual work plan for yourself? If yes, please write details of targets set with brief resume of the work.

3. क्या आपने अपने द्वारा निर्धारित लक्ष्य प्राप्त कर लिए हैं? यदि नहीं, तो कमियों के कारणों का उल्लेख करें।
 Have you achieved the targets set by you? If no, the reasons for the short fall may be given.

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Smart Performance Appraisal Report Recording Online Window (SPARROW)

About Shri. PRAVEEN KAKKAR

Name: PRAVEEN KAKKAR Cadre: CENTRAL SERVICES Service: IDAS-B
 Designation: SENIOR ACCOUNTS OFFICER SAO Batch: 1900 Assessment Period: 01/04/2017 to 31/03/2018

Workflow Details

Standard

Basic Information Self Appraisal

5. क्या पिछले प्रतिवेदन वर्ष के दौरान आपके अधीनस्थ कार्यरत समूह 'ख', 'ग' एवं 'एच.टी.एस.' अधिकारियों/स्टाफ की ए.पी.ए.आर. आपके द्वारा निर्धारित समय-सीमा में पूरी कर ली गई थी?
 Please state whether all the APARs of group 'B', 'C' and 'MTS' officers/staff working under you in respect of the previous reporting year, have been completed within the stipulated time.

6. क्या आपने वर्ष के दौरान खरीदी हुई/बेची गई संपत्ति अथवा संपत्ति विवरणी निर्धारित तारीख अर्थात् फेब्रुअरी वर्ष से आगे वर्ष की 31 जनवरी तक दर्ज करा दी थी? कृपया विवरणी दर्ज कराने की तारीख का उल्लेख करें।
 Have you filed your immovable property return, by the prescribed date i.e. 31st Jan of the year following the calendar year, for the property acquired/disposed of during the year? Mention date of filing return also.

Yes No

तारीख Date: 04/06/2018

हस्ताक्षर, (बिस अधिकारी का प्रतिवेदन लिखा जाना है)
 Signature Of the Officer reported upon Shri. PRAVEEN KAKKAR (8333608) - SENIOR ACCOUNTS OFFICER SAO

Reference Upload Browse No file selected.

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Smart Performance Appraisal Report Recording Online Window (SPARROW)

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 Please state whether all the APARs of group 'B', 'C' and 'MTS' officers/staff working under you in respect of the previous reporting year, have been completed within the stipulated time.

6. क्या आपने वर्ष के दौरान खरीदी हुई/बेची गई संपत्ति अथवा संपत्ति विवरणी निर्धारित तारीख अर्थात् फेब्रुअरी वर्ष से आगे वर्ष की 31 जनवरी तक दर्ज करा दी थी? कृपया विवरणी दर्ज कराने की तारीख का उल्लेख करें।
 Have you filed your immovable property return, by the prescribed date i.e. 31st Jan of the year following the calendar year, for the property acquired/disposed of during the year? Mention date of filing return also.

Yes No

तारीख Date: 04/06/2018

हस्ताक्षर, (बिस अधिकारी का प्रतिवेदन लिखा जाना है)
 Signature Of the Officer reported upon Shri. PRAVEEN KAKKAR (8333608) - SENIOR ACCOUNTS OFFICER SAO

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DRAFT Send To Reporting Authority

Send to Reporting Authority

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