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

IMPORTANT CIRCULAR

To

All SAOs/AOs/AAOs
(Serving in Main Office/Sub-Offices under PCDA(WC) Chandigarh)

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

In continuation of this office important circular even No. dated 06.06.2018 on the above subject, all SAOs/AOs/AAOs may complete Part-II (self appraisal) of their APARs and submit to Reporting Officer by 31st July 2018.

It has been observed that pace of submission of Part-II (self appraisal) of APARs by the SAOs/AOs/AAOs is quite slow and large number of APARs are still pending at the level of Officers Reported upon.

It is therefore, again requested to all SAOs/AOs/AAOs to complete their Part –II (self appraisal) of APARs and submit to Reporting Officer before **31st July 2018 positively**, by login to www.sparrow-dad.eoffice.gov.in
For any query in this regard please contact Smt. Vijay Sandal, AAO(AN-IV) 0172-2741610-13, (Extn.222) (M) 8288833663.

Sd/-
[SAHIL GOYAL]
Dy.CDA [AN]

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O I/C IT&S Section:	To upload the same on the website of PCDA (WC) Chandigarh.
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