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रक्षा लेखा नियंत्रक कार्यालय, चेन्नई
CONTROLLER OF DEFENCE ACCOUNTS, CHENNAI
618, अण्णा सालाई, तेनामपेट, चेन्नई - 600018
No.618, Anna Salai, Teynampet, Chennai - 600 018

No.: AN//1025/APAR/SPARROW

Dated: 16th July, 2018

To,

All Sr. Accounts Officers/Accounts Officers/
Addl. Director (OL)/Asst. Accounts Officers/
Private Secretaries under CDA Chennai

Subject: Accessing and filling up of Self Appraisal in the
SPARROW Module

In pursuance of directions of HQrs. Office vide letter No.AN/XIII/13133/Misc/SPARROW dated 11-01-2018, APAR's of all Sr. Accounts Officers/Accounts Officers/Addl. Director (OL)/Asst. Accounts Officers and Private Secretaries borne on the strength of CDA Chennai have been forwarded to the respective Officers through SPARROW.

2. The following step-wise instructions are given below for accessing and forwarding the Self Appraisal to the Reporting Officer through the SPARROW module:

- a) The SPARROW module can be accessed by opening the url : - www.sparrow-dad.eoffice.gov.in. The same can also be accessed through the link provided in our HQrs. Office website on the Admn. Division Scroll.
- b) Select the service as DAD-Group B (Gazetted) and proceed on to fill up the user id and password.
- c) The user id and the password will be the Officer's mail id and password. After entering the user id, password and the captcha, the portal can be opened by clicking the login button.
- d) After opening the module, the user has to click the inbox and open the APAR sent by clicking the APAR ID No. under MY PAR scroll.
- e) After verifying the Basic Information, please fill up the Self Appraisal (next page in the my par scroll) and save the draft (if required).

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- f) The user needs to keep his Aadhar No. and mobile (which has been linked with the Aadhar no.) ready for e-signing the Self Appraisal to be sent to the Reporting Officer.
 - g) The Self Appraisal can now be forwarded to the Reporting Officer by clicking the send to Reporting Authority button provided in the left hand bottom of the page.
 - h) After the send to Reporting Authority button is clicked, an OTP will be sent to the individual's mobile no. and the page will be re-directed to nic web portal for e-signing.
 - i) The e-sign module will already have the individual's Aadhar No. (only last 04 no.'s will be visible). The OTP sent to the mobile no. may now be entered in the box provided in the e-sign module.
 - j) After ticking the "I Agree" box, the individual may submit the form, after which a message will be shown in the screen that the report has successfully been sent to the Reporting Officer.
 - k) The individual may then log out of the module. Tracking the PAR/showing status of the PAR may be accessed by signing in the SPARROW module again.
3. All are requested to forward their Self Appraisal's to their Reporting Officer latest by 31st July, 2018 for their necessary action.



(Handwritten signature)

(R NARAYANA PRASAD)
Sr. Accounts Officer(AN)

Encl : Time schedule to be followed
For APAR for 2017-18 through Sparrow

சார, நாராயண பிரசாத் / R. NARAYANA PRASAD
சார, கணக்கு அதிகாரி (AN) / Sr. Accounts Officer
சென்னை நகராட்சி குடிநீர் துறை / Chennai Development Authority
618, அண்ணா சாலை, சென்னை-600 018
சென்னை-600 018

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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