

No.: IDAS-PAR0Corr(FY20)/1/2020-AN (E-IDAS)

Date: 28/05/2021

(THROUGH WEBSITE)

To,

The PAR Managers (for IDAS)
All IDAS officers

Sub: Workflow for Performance Appraisal Report (PAR) of IDAS officers

To facilitate the PAR Managers for correct mapping of PARs, channels for Performance Appraisal Report (PAR) for IDAS officers have been consolidated and provided below:

(A) Workflow in respect of IDAS officers posted in DRDO setup:

Self appraisal	Reporting	Review	Acceptance
Dy. IFA/Addl. IFA	IFA Cluster	DG Cluster	CGDA
Dy. IFA/Addl. IFA (at independent stations)	IFA of the major cluster	DG Cluster	CGDA
IFA DRDO HQ	DG (R&M)	Secretary (DRDO)	SDF/ FA(DS)
IFA Cluster	DG Cluster	CGDA	SDF/ FA(DS)
Director (Fin.) ASL Hyderabad	Director (ASL)	Addl. CGDA (Fin.)	CGDA
DFA, GTRE Bangalore	Director (GTRE)	Addl. CGDA (Fin.)	CGDA

(B) Workflow in respect of IDAS officers posted in IFA setup:

i. For SAG & above officers:

Self appraisal	Reporting	Review	Acceptance
IFA / PIFA	Executive Authority	CGDA	SDF/ FA(DS)

ii. For officers below SAG:

a) Where SAG/HAG level officer is posted as IFA/PIFA:

Self appraisal	Reporting	Review	Acceptance
Dy. IFA/ Sr. Dy. IFA	Jt. IFA/ Addl. IFA	IFA/ PIFA	Addl. CGDA (Fin.)
Dy. IFA/ Sr. Dy. IFA (If directly under IFA/ PIFA)	IFA	Sr. Jt. CGDA (Fin.)	Addl. CGDA (Fin.)
	PIFA	Addl. CGDA (Fin.)	CGDA
Jt. IFA/ Addl. IFA	IFA/ PIFA	Addl. CGDA (Fin.)	CGDA



भारत सरकार
Govt. of India

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उलान बटार मार्ग, पालम, दिल्ली छावनी – 110010
प्रशासन (संगठन-भा.र.ले.से.) अनुभाग
Office of The Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt. – 110010
Admin (Estt.-IDAS) Section
वेबसाइट/website: www.cgda.nic.in



रक्षा मंत्रालय
Ministry of Defence

b) Where the officer below SAG is designated as IFA:

Self appraisal	Reporting	Review	Acceptance
Dy. IFA/ Sr. Dy. IFA/ Jt. IFA/ Addl. IFA	Executive Authority (Brigadier/ Major General and equivalent ranks in Navy/ AF/ Coast Guard)	Sr. Jt. CGDA (Fin.)	Addl. CGDA (Fin.)
	Executive Authority (Lieutenant General and equivalent ranks in Navy/ AF/ Coast Guard)	Addl. CGDA (Fin.)	CGDA

(C) Workflow in respect of IDAS officers posted in PCDA (Pensions) Allahabad:

Self appraisal	Reporting	Review	Acceptance
ACDA/ DCDA	Jt. CDA/ Addl. CDA	CDA	PCDA (Pension)
ACDA/ DCDA (if directly under CDA)	CDA	PCDA (Pension)	PCDA (Pension)
Jt. CDA/ Addl. CDA	CDA	PCDA (Pension)	CGDA
CDA	PCDA (Pension)	CGDA	SDF/ FA(DS)
PCDA (Pension)	CGDA	SDF/ FA(DS)	Defence Secretary

(D) Workflow in respect of IDAS officers posted in other PCDA/CDA offices:

Self appraisal	Reporting	Review	Acceptance
ACDA	Jt. CDA/ Addl. CDA	CDA/ PCDA	Respective Addl. CGDA*
DCDA	Jt. CDA/ Addl. CDA	CDA/ PCDA	CGDA
ACDA/ DCDA (if directly under CDA/ PCDA)	CDA/ PCDA	Respective Addl. CGDA*	CGDA
Jt. CDA/ Addl. CDA	CDA/ PCDA	Respective Addl. CGDA*	CGDA
CDA/ PCDA	CGDA	SDF/ FA(DS)	Defence Secretary

* The senior most Addl. CGDA may be mapped for officers posted in PCDA New Delhi.

(E) Workflow in respect of IDAS officers deputed in United Nations Mission:

Self appraisal	Reporting	Review	Acceptance
Officers posted at UN Mission	Commanding officer, Indian Troops Contingent	Jt. CDA/ Addl. CDA (O/o the PCDA, New Delhi)	PCDA New Delhi

(F) Workflow in respect of IDAS officers posted in Ordnance Factories setup:

Self appraisal	Reporting	Review	Acceptance
ACFA/ DCFA/ Jt. CFA/ Addl. CFA (If head of the Branch Accounts Office)	CFA	1. GM/ Sr. GM 2. PCA (Fys.)	Member (Fin.)
ACFA/ DCFA/ Jt. CFA/ Addl. CFA (other than head of the Branch Accounts Office)	JCFA/ Addl. CFA	CFA	Member (Fin.)
	CFA	PCA (Fys.)	Member (Fin.)
CFA	1. Sr. GM (the senior most in case of more than one Sr. GM in that group of factories) 2. PCA (Fys.)	Member (Fin.)	SDF/ FA(DS)
CFA (If there is no Sr. GM posted/ available in that group of factories)	PCA (Fys.)	Member (Fin.)	SDF/ FA(DS)
CoA	PCA (Fys.)	1. Member (Fin.) 2. CGDA	SDF/ FA(DS)
CIA	Addl. CGDA (Internal Audit)	CGDA	SDF/ FA(DS)
PCA (Fys.)	Member (Fin.) (HAG+)	CGDA	SDF/ FA(DS)
PCA (Fys.) (If Member (Fin.) is also in HAG scale)	CGDA	SDF/ FA(DS)	SDF/ FA(DS)
Member (Fin.)	DGOF	FA (DS)	Hon'ble Raksha Mantri

2. The PAR managers are requested to create the workflow accordingly for generation of PARs.


Manish
Sr. ACGDA (Admin)