

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No AN/XIII/13133/Misc/SPARROW/2017

Dated 28.03.2017

To,

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

Subject: Introduction of SPARROW for completion of APARs in the DAD:
SAOs/AOs/AAOs.

Reference: In continuation of this Hqrs Office letter bearing No. AN-I/1058/
Online APAR Completion dated 18.01.2017.

Kind reference is invited to the HQrs office important circular cited under reference, on the above subject. Information in respect of most of the IDAS Officer is received, however, information in respect of SAOs/AOs/AAOs is either not sent or is incomplete or is not consolidated. Hence, in order to switching to SPARROW in a phased manner smoothly, the information in respect of Sr. AOs, AOs and AAOs, as per the enclosed format, controller wise consolidated data may please be completed and forwarded, within the specified time-limits, through e-mail noted against each.

Sl	Details of Officer	<u>E mail ID</u> on which data is required to be furnished	Due date
1.	<u>Sr.AOs/AOs or equivalent</u> (including those on proforma strength of your organization)	hqan2.cgda@gov.in	Positively by <u>07.04.2017</u>
2.	<u>AAOs or equivalent</u> (including those on proforma strength of your organization)	discipline.cgda@nic.in	Positively by <u>07.04.2017</u>

2. The following may be kept in view while compiling and forwarding data containing details regarding officer reported upon and reporting channel, as per enclosed format containing 31 columns.

- i. The details/data are required in MS-EXCEL only and in soft copy only.
- ii. Complete details in respect of all SAO, AO and AAO including those on proforma strength of your organization, as per enclosed format may please be forwarded.
- iii. Further, the following may be ensured by Controllers concerned before sending data that:
 - a) All fields/columns are required for online completion of APAR including the Aadhar Number which is required to facilitate e-sign of the individual concerned.

- b) No fields has to be left balk.
- c) The dates in the format should be filled in dd.mm.yyyy format [dd(dot)mm (dot)yyyy].
- d) Full form of designation, Office etc. are to be used. No abbreviation is acceptable in the Format given by the NIC.
- e) Only NIC mail ID is acceptable in the format. In case the Officer is not having NIC e-mail id or forgotten his password, the same may be got created/set urgently. In this regard please refer IT &S Wing letter No. Mech/IT&S/148/LPT/INTERNET/VOL-III dated 10.01.2017. (Copy enclosed)

3. It is also requested that details/data in respect of all the remaining Officers and staff serving under your control, may also be updated post wise, as the same will be required in next phase.

4. Being custodian of APAR in respect of Officers and Staff up to Group B (AAO level), correctness of data may be ensured. Therefore a line of confirmation regarding sending of complete and correct data in respect of all SAO, AO and AAO serving under your control including those on proforma strength of your organization may also be forwarded through FAX/mail, separately.

This may please be accorded 'Top Priority'.


(Kavita Garg)

Sr. Dy. CGDA (Admin)

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS – EDP
ULAN BATAR ROAD, PALAM, DELHI CANTT – 110010**

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Email : cgdanewdelhi@nic.in

No Mech/IT&S/148/LPT/INTERNET/VOL-III

Dated : 10/01/2017

To
All PCSDA / CsDA / PCA (fys)/ Pr IFAs / IFAs

Subject : NIC Email Id Creation for IDAS Officer .

Please refer ibid letter no dated 13/10/2015 and 24/11/2016.

It is intimated that All IDAS Officers who have not yet allotted NIC email id may apply on line through the in-house developed application [nicmailapp.dad](#) or send nic-email id creation form duly filled in to subhendude.dad@gov.in.

It has been intimated by the competent authority that the above procedure should be completed by 11th January, 2017 positively.


(VINAY KHANNA)
Sr.ACGDA(IT)

