रक्षा लेखा नियंत्रक (सेना)

Controller of Defence Accounts (Army)

बेल्वेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी - 250001

Belvedere Complex, Ayudh Path, Meerut Cantt – 250001

फोन : 0121-2646632   फैक्स : 0121-2646254, 2646216

<u>(through e-mail/website)</u>
<u>Important Circular</u>

Dated 10 /03/2023

AN/I/1001/APAR/SPARROW/Non-Gaz.

To,

The Officer-in-charge
All Section in Main Office
All Sub-Offices under CDA(A) Meerut

Subject :   **Creation of PIMS Profile for generation of APARs in SPARROW in r/o Newly recruited Auditor**

In respect of the above subject, it is stated that online APAR/MTPARs for the assessment year 2022-23 in respect in r/o all Group "B"and Group "C" Non-Gazetted Staff (Senior Auditor & Auditors only) are to be generated on SPARROW.

2.   Further, it is also informed that HQrs office has been seized the power of creation of new accounts in PIMS from the controller. Hence, It is requested that requiste information of new Auditors who have not been mapped in PIMS is to be forward to this offices by 17/03/2023 (Pro forma enclosed) . So that, the requisite data may be forwarded to HQrs Office for creation of new accounts in PIMS.

Sr. Account Officer (AN)

Pro forma for PIMS (for Non-Gazetted Staff)

	Service Profile	Details
1	Employee Code (A/C No.)*	
2	Appellation*	(Shri/Smt)
3	Name*	
4	Gender*	
5	Father's Name*	
6	Date of Birth*	
7	Nationality*	
8	Religion*	
9	Category*	
10	Organization*	
11	1st Date of Appointment*	
12	Allotment Year	
13	Service*	DAD Group -"B"/Group -"C" Non-Gazetted
14	Cadre Service*	Central Services
15	User Type*	Govt. Employee Serving
16	Aadhaar Number*	
17	Login Type*	LDAP
18	**NIC Email Address***	**(xxxx.dad@nic.in)**
19	Designation*	
20	Type of Appointment*	Regular Basis
21	Appointment Order Date*	(DOA at Present Grade)
22	Designation Joining Date*	
23	Designation From Date*	
24	Designation Suffix	
25	Phone No. (Registered with Aadhaar)*	
26	Phone No. (For Immediate Contact)*	
27	APAR/MTPAR Period*	
28	Reporting Officer	
29	Reviewing Officer	
30	Accepting Officer	

(Signature of the employee with date)