



# 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 फ़ैक्स : 0121-2646254, 2646216



(through e-mail/website)

Important Circular

Dated 15/03/2023

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 : Generation of APAR/MTPAR for the year 2022-23 in respect of SAs/Adrs on SPARROW.**

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"/Group "C" Non-Gazetted Staff (Senior Auditor & Auditors only) are to be generated on SPARROW.

For the staff posted in Main Office and Sub Office at Meerut Station, it is requested to forward duly filled proforma of **Workflow detail, leave details (other than CL and RH) and Training details** for the period from **01/04/2022 to 31/03/2023** in r/o **Auditors and Senior Auditors (Currently posted/transferred out/ on deputation)** as given below to this section latest by **03/04/2023** without fail in order to avoid any delay in PAR generation on email [id-adminonecdaarmy.dad@nic.in](mailto:id-adminonecdaarmy.dad@nic.in)

1. Workflow details:-

S.N.	Name, Designation, A/c No.	Period of APAR/MTPAR	Reporting Authority With A/c No.	Reviewing Authority With A/c No.	Accepting Authority
		From To			

2. Leave Details

S. N.	Name, Designation, A/c No.	No of days	Period	Sanction Remarks(Pre/Post on MC)
			From To	

*[Signature]*  
SAO(AN)

✓ Copy to  
It & S -III Section (Local):

For uploading on website

*[Signature]*  
SAO(AN)