

कार्यालय रक्षा लेखा नियंत्रक रिज रोड जबलपुर: म. प्र. 482001

Office Of The CDA Ridge Road Jabalpur: M.P. - 482001

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Important Circular

AN/I/1157/Sparrow/Vol. VIII

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To,

All Section of M.O.

All Sub-Offices

IFAs under proforma strength of CDA Jabalpur

Office under deputation

Sub: Timeline for filling APARs for the financial year 2020-21.

APARs for the **Group-'A'&'B' (SAO/AO/AAO)** Gazetted officer for the financial year 2020-21 have been generated in SPARROW system. The timeline for the filling self Appraisal, Review and Accepting portion is given as under mention:-

Process of APAR Completion	Time Schedule
Submission of Self Appraisal to the reporting officer	15 April 2021
Submission of report by the Reporting officer to the Review officer	30 Jun 2021
Submission of report by the review officer to the Accepting officer	31 July 2021
Appraisal by The Accepting officer	31 Aug 2021

It is pertinent to mention here that the dates for filling up self appraisal, reporting, reviewing and acceptance of APAR for the year 2020-21 through SPARROW web portal is subject to condition that no remarks shall be recorded in the APAR for the year 2020-21 after 31 Aug 2021. It may kindly be noted that in case of non-submission of self-appraisal by 15 April, the PAR shall be force forwarded by PAR manager concerned to Reporting officer for reporting without self appraisal. Further, where the reporting, reviewing and the accepting authority fail to record their comments within the time frame, the officer may be assessed on the basis of the overall record and self appraisal assessment for the year, if he has submitted his self-assessment within stipulated time.

— Sd —
Sr. Accounts Officer (AN)

Copy to:

The Officer I/C, }
OA Cell (Local) } With a request to upload this circular on CDA, Jabalpur
website along with proforma (Annexure A & B)

Sub
21/21
Sr. Accounts Officer (AN)