



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27817275



No. AN/I/2004/APAR CORR/VOL-XVI

Dated: 26.08.2021

CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The DCDA I/c, PAO(ORs)EME, Sec'bad.
3. The ACDA I/c, PAO(ORs)AOC, Sec'bad.
4. The ACDA I/c, AAO(Army) Vizag.
5. All SAOs/AOs/AAOs in Main Office.
6. All sub-offices located at Secunderabad/Hyderabad/Eddumailaram/Suryalanka.

Subject: Timely Completion of PARs

Reference: HQrs. Office Important Circular No. IDAS-PAR/Corr/(Fy19)/1/2020-AN (E-IDAS) dated 24.08.2021

HQrs. Office vide their Important Circular cited above has intimated that Competent authority has decided to incorporate **AUTO-FORWARDING of PARs on SPARROW from assessment Year 2020-21.** As such, **if a stage of a PAR is not completed within the due dates, the PAR will automatically be sent to the next state by the portal without any manual intervention.**

2. The timelines for the PARs of the year 2020-21 circulated vide HQrs. Office Circular dated 22.06.2021 are as under:

Activity (where applicable)	Due Date
Self- appraisal	31/08/2021
1 st Reporting	23/09/2021
Reporting / 2 nd Reporting	30/09/2021
1 st Review	08/11/2021
Review / 2 nd Review	15/11/2021
Acceptance	15/12/2021

3. Therefore, all Officers & Staff are requested to strictly adhere to the above timelines, failing which the PAR will be auto-forwarded to the next level without recording their remarks.

Please accord TOP PRIORITY.

Sd/-

(S. Vatsala)
ACDA (AN)

Copy to:-

The AO I/c, IT Sn, Local – for uploading the same in the website.

M. V. Subrahmanyam
(M.V. Subrahmanyam)
Sr. Accounts Officer (AN)