



BY SPEED POST/BY HAND/MOST URGENT
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS
CENTRAL BOARD OF DIRECT TAXES
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NO. Pr.CCA/CBDT/Estt.-II/SPARROW/2020-21 /11

Dated: 11.01.2021

To,

All ZAOs & CBDT (HQ),
CBDT

Subject: Introduction of "SPARROW" in r/o AAOs/AOs/Sr. AOs for the year 2020-21 – reg.

Sir/Madam,

The O/o CGA has decided that the APARs from the reporting year 2020-21 of AAOs/AOs/Sr. AOs are to be processed online through 'SPARROW' software.

To generate APAR in respect of AAOs/AOs/Sr. AOs, following details are needed to fill up the workflow and part-1 portion of APAR in SPARROW. Accordingly these information may be **URGENTLY** submitted and mailed at admnepp@gmail.com with complete details in r/o AAOs/AOs/Sr. AOs posted at your office:

1. Name of officer
2. Date of Birth
3. Year/Period for which the APAR needs to generate.
4. Reporting Authority
5. Reviewing Authority
6. Date of Continuous appointment in the present grade
7. Present post and date of appointment thereto.
8. Period of absence from duty (on training, leave etc.) during the year. Specifying the detail.
9. Departmental Examination passed i.e. AAO (C) SAS (Civil/Commercial/Railway/Revenue Audit etc.) and year of passing.
10. Educational Qualification including professional & Tech. Qualification.
11. Govt. E-Mail ID (i.e. NIC.in/GOV.in)
12. Mobile Number

Also kindly make sure that all the AAOs/AOs/Sr. AOs has Govt. E-Mail ID (i.e. NIC.in/GOV.in). The same is mandatory for enrolling in "SPARROW" software.

This may be treated as **MOST URGENT**.

Yours faithfully,

Sr. Accounts Officer (Estt.-II)

Copy to:

1. All Sr. Accounts Officers/Accounts Officers and AAOs of HQ – for information and taking further necessary action in this regard.
2. Sr. AO (IT Section), CBDT, HQ, New Delhi – for uploading on website.

Sr. Accounts Officer (Estt.-II)