



रक्षा लेखा प्रधान नियंत्रक (वायुसेना), देहरादून
रक्षा मंत्रालय, भारत सरकार
Principal Controller of Defence Accounts
(Air Force), Dehradun
Ministry of Defence, Government of India



No.AN-I/210/APAR/2019-20

Dated: 07.01.2020

To,

The Jt.CDA(AF) Nagpur
The IFA(HQMC) Nagpur
All LAOs/ALAOs
All Sections (Local)

Subject: Forwarding of Nominal Roll and work flow in respect of group 'A' and group 'B' (Gazetted) officers including ADIOL & SPS/PS for the year 2019-20

As you are aware that APAR for the period from 01.04.19 to 31.03.2020 in respect of all the officers serving in your office are to be generated in SPARROW, it is requested to please forward an upto date Data (Annexure-"AA") and WORK FLOW (Annexure-"AB") in respect of all the Gp"A" & Gp"B" (Gazetted) officers including ADIOL/SPS/PS posted in your office/section under your jurisdiction as on 01.01.2019 on the proforma (Annexure-"AA" & "AB") enclosed at the earliest.

2. A certificate to the effect that names of all the officers serving under your jurisdiction have been included in the Nominal Roll/Work Flow and no name has been left out may also be furnished.
3. A Separate Data and Work Flow of the officers who have served for more than 03 months under your office but have been posted out before 01.01.2020 may also be furnished. The period for which they have served under your control may also be intimated. A NIL report is also required.
4. Cases in which MTPARs have not been written and Reporting Officers/Reviewing Officers have been transferred out, their full particulars may invariably be furnished against each affected individual. This would facilitate reference to the Reporting/Reviewing Officer concerned.
5. Please furnish the requisite data and work flow in Excel format to this section by 07.02.2020 through mail id "pcdaanpers.dad@hub.nic.in" or "cda-dehr@nic.in"

This may please be accorded "TOP PRIORITY"


Accounts Officer (AN/Pers)

Copy to-


The EDP Section (Local)

..For uploading in website of PCDA(AF) Dehradun.


Accounts Officer (AN/Pers)