Most Important Circular

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(WESTERN COMMAND) SECTOR 9, CHANDIGARH

No. AN/IV/028/Vol. IV

Dated: 13.07.2018

To,

All Sections in Main Office
All IFA offices under control of PCDA (WC)
All Sub-offices

Subject: Online generation of MTPARs through SPARROW.

MTPARs in respect of all SAO/AO/AAOs/Supervisors/SAS (A) transferred out are to be initiated online on SPARROW from this year onwards. Hence copy of relieving order endorsed to AN I section in respect of all the SAO/AO and AN IV section in respect of all the AAOs/Supervisors/SAS (A) should be enclosed with information as contained in the format enclosed with this letter for timely initiation of their MTPARs.

2. The Relieving Officer will be responsible if MTPAR is not initiated timely in the absence of the desired information.

NOTE:
1. The desired information in respect of all the officers relieved on or after 30th June 2018 may be intimated immediately for generating their MTPAR.
2. The above information may also be provided when there is change of Reporting Officer in respect of any Officer for whom the MTPAR is required to be generated.

Encls: As above.

Copy to:
1. IT&S Cell
   (Local)
   : For uploading this circular on the website.
2. Hindi Cell
   (Local)
   : For translation in Hindi.
Proforma to be enclosed with Relieving Order for MTPAR

<table>
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<th>Sl. No</th>
<th>Nature of Leave</th>
<th>No of Days</th>
<th>Period</th>
<th>Pre/Post</th>
<th>Post sanction on MC</th>
<th>Post sanction on PA</th>
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10 Reporting Officer (Name, Desg, A/c) Period of Reporting From .................................. to ..................................

11 Reviewing Officer (Name, Desg, A/c) Period of Reviewing From .................................. to ..................................

12 Accepting Officer (Name, Desg, A/c) Period of Accepting From .................................. to ..................................

(SIGNATURE OF INDIVIDUAL)