

MUNICIPAL CORPORATION OF DELHI  
CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> Floor Dr SPM Civic Centre,  
J.L. Nehru Marg, New Delhi 110002.  
011-23227250

No. AO/CED/RRs/MCD/2023/4687

Dated:- 15/02/2023

Circular

**Subject: Filing of Annual Performance Appraisal Report (APAR) (e-SPARROW) wrt Deputy Controller of Accounts (DCAs) of 12 Zones and HQ of MCD.**

The Chronological hierarchy of authorities for filing APAR (e-SPARROW) by Deputy Controller of Accounts of 12 Zones of MCD and HQ is prescribed respectively as under:

**(A) For Zonal Deputy Controller of Accounts**

Deputy Commissioner of the Zone : Reporting Officer  
Chief Accountant-cum- Financial Advisor : Reviewing Officer  
Commissioner, MCD : Accepting Authority

**(B) For Deputy Controller of Accounts(HQ)**

Chief Accountant-cum- Financial Advisor : Reporting Officer  
Commissioner, MCD : Reviewing Officer  
Commissioner, MCD : Accepting Authority

The revised APAR for the Financial Year: 2021-22 (e-SPARROW) has to be filed online by Deputy Controller of Accounts whosoever has not followed the channel of Authorities/Officers mentioned above while filing APAR for the F/ Year: 2021-22 (e-SPARROW).

This issues with the approval of Competent Authority.

  
(Pawan Kumar Jolly)  
Administrative Officer (Estt.)

**Copy to:-**

1. Chief Accountant-cum- Financial Advisor
2. All Deputy Commissioner of Zones, MCD.
3. All Deputy Controller of Accounts of Zone.
4. Director (IT) for uploading on MCD website.
5. Guard file/Office Copy.

**Copy for information to:-**

1. Secretary to Commissioner for kind information of Commissioner, MCD.