

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),**  
**KERALA, THIRUVANANTHAPURAM**

No. C.Cell/APAR/Sparrow/2021-22/

Dated: 27.05.2021

**CIRCULAR NO.10**

Sub: Implementation of Smart Performance Appraisal Report Recording Online Window (SPARROW) application in respect of Senior Audit Officers - reg.

Reference is invited to Circular No. 41 (File No. C.Cell/APAR/Sparrow/2020) issued on 11<sup>th</sup> November 2020 and C. Cell Circular No. 75 dated 23.02.2021, wherein Headquarters Office direction on the subject cited was communicated to all Senior Audit Officers. Vide DoPT OM No. 21011/02/2015-Estt.(A-II)-Part.II dated 14.04.2021 (endorsed by Hq Office), the following schedule has been prescribed:

<b>Activity</b>	<b>Date by which activity to be completed</b>
Distribution of blank forms	31 May 2021
Submission of self-appraisal to the Reporting Officer	30 June 2021
Forwarding of report by Reporting Officer to Reviewing Officer	31 July 2021
Forwarding of report by Reviewing Officer to APAR Cell/Accepting Authority	31 Aug 2021

Accordingly, blank Performance Appraisal Reports (PAR) for the reporting year 2020-21 in respect of all Senior Audit Officers, whose cadre control lies with the Principal Accountant General (Audit I), Kerala, and Senior Audit Officers (Commercial), who are posted in Office of the Principal Accountant General (Audit I), Kerala, except those working on deputation outside IAAD have been generated in SPARROW application. In respect of Senior Audit Officers working on deputation outside IAAD, the procedure of manual PAR will continue.

A guideline containing step-by-step narration with screenshots for logging into the SPARROW account and accessing their blank PAR for making self-appraisal is attached for the guidance of all. In case of any difficulties, PAR Custodian (Shri Josekutty Joseph-9447710528) or PAR Manager (Shri Arun T-9497264968) may be contacted.

The timelines prescribed by DoPT in OM dated 14.04.2021 (copy enclosed) for recording of APAR may strictly be adhered to. **As per the extant instructions, if the Officer Reported Upon fails to complete the self-appraisal and transmit to the Reporting Authority concerned by the due date, the blank PAR is liable to be force forwarded to the Reporting Authority, in which case the PAR will be processed without the self-appraisal.**

(Vide orders dated 27.05.2021 of PAG)

Sd/-

Senior Deputy Accountant General (Admin)

To

1. All Senior Audit Officers under the cadre control of the PAG (Audit I), Kerala by email
2. All Senior Audit Officers (Commercial) posted in O/o the PAG (Audit I), Kerala by email