



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
TAMILNADU, LEKHA PARIKSHA BHAVAN,
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018**

No. Admn. II/Genl/APAR/SPARROW/2021-22/18

Date: 01.06.2021

परिपत्र /CIRCULAR

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

Hqrs in Circular No. 49- Staff (Disc-I)/2020 forwarded in Lr. No. 204-Staff (Disc-I)/11-2020 dated 06.11.2020 had intimated the decision to introduce the online recording of Annual Performance Appraisal Report (APAR) on **Smart Performance Appraisal Report Recording Online Window ('SPARROW')** application in respect of Senior Audit Officers in IA & AD beginning with the APAR reporting year 2020-21. The same was communicated to all SAOs through Circular Nos Admn. II/Genl/APAR/Policy file/2020-21/74 dated 12.11.2020 and Circular No. Admn. II/Genl/APAR/SPARROW/2021-22/02 dated 07.04.2021.

DoPT in OM No. 21011/02/2015-Estt.(A-ii)-part-II dated 14.04.2021 forwarded by Hqrs in Lr. No. 103 -स्टाफ हकदारी (नियम)/ए.आर/ 12-2019 dated 07.05.2021 have prescribed the following time schedule for completion of the APAR process:-

Sl. No	Activity	Date by which activity to be completed
1.	Distribution of blank forms	31 st May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 th June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell	31 st August 2021

Accordingly, blank Performance Appraisal Reports (PAR) for the reporting year 2020-21 in respect of all Senior Audit Officers (Civil) under the cadre control of this Office and Senior Audit Officers (Commercial), who are posted in Offices of the PAG (Audit-I), TN and AG (Audit-II), TN & Puducherry, except those working on deputation outside IAAD have been generated in the SPARROW application. In respect of Senior Audit Officers working on deputation outside IAAD, the procedure of manual PAR will continue.

A step by step guide for logging into the SPARROW account and accessing the blank PAR for making self-appraisal is attached for the guidance of all. As a working “Official name based NIC e-mail ID” is essential for the process, all SAOs are instructed to activate their “Official name based NIC e-mail ID” at the earliest.

The above time schedule prescribed by DoPT 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 of Principal Accountant General date 31.05.2021)

Encl: As stated.

Sd/-

Senior Deputy Accountant General/Admn.

Copy to:-

Notice Board (s)

Sr.DAG/Admn. - O/o the AG (Audit II) TN & Pondicherry

Deputy Director/Admn. - O/o the PDA (Central), Chennai

SAO/Admn. - O/o the AG (Audit II) TN & Pondicherry

SAO/Admn. – O/o the PDA (Central), Chennai

BO/Madurai

RA/Madurai

RA/VOC Port Trust

All RA Units

All Group Officers, O/o the PAG (Audit I) - are requested to arrange to communicate the contents of this Circular over phone/through e-mail to SAOs deployed in Sections/Field Parties/RA Units under their control.

Secy to PAG (Audit I)

SAO/AMS 11

SAO/ AMS 21

SAO/ AMS 31

SAO/ AMS 41

SAO/Rep-I

SAO/Rep-IA

SAO/Rep-II

Hindi Section

Data Manager, O/o PAG(Audit-I) ; for forwarding the circular to all SAOs of this office.

SAO/Admn., RTI, Chennai, with request to intimate all the SAOs on deputation from this office.

SAO/Admn., RTI, Mumbai with request to intimate all the SAOs on deputation from this office.

A step-by-step guide for writing online APAR by the officer reported upon (ORU)
(prepared by O/o PAG (Audit-I), Tamil Nadu)

General Instructions

Online APAR for Senior Audit Officers has been introduced from the 2020-2021 onwards. This will be done through the Smart Performance Appraisal Report Recording Online Window (SPARROW).

The important dates for this process is given below:-

Sl. No	Activity	Date by which activity to be completed
1.	Online generation of APAR	31 st May 2021
2.	Submission of self-appraisal to the Reporting Officer	30th June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell	31 st August 2021
5.	Disclosure of APAR to the officer reported upon	10 th September 2021
6.	Receipt of representation , if any, on APAR	15 days from the date of disclosure.

The basic details in the APAR are filled from the form submitted by the officers reported upon (ORU) and records available in the Administration wing of the respective office.

The details of the Reporting Officer and Reviewing Officer have been filled on the basis of the information provided by the respective Offices/Groups/Sections.

As the process is online, the dates of completion of each activity are to be strictly adhered to. In case the self-appraisal is not received within the due date, the APAR will be force forwarded to the Reporting Officer without self-appraisal and this will be reflected adversely in the APAR.

The following are prerequisites before proceeding with filling up the APAR through SPARROW:-

- (i) A working Official name based NIC e-mail ID, password & mobile number linked with the official name based NIC e-mail ID for receiving OTP (for logging into SPARROW application).
- (ii) Aadhaar Number and mobile number linked with the Aadhaar number for receiving OTP (for e-signature).
- (iii) Any documents you would like to furnish with your APAR like details of Paras, appreciation letter etc. These documents are to be saved in a **single pdf document with size not more than 3 Mb.**

Please use PC or Laptop to fill up your APAR due to ease of operation and ensure completion of all details in the APAR before submission. There may be minor changes in the actual website as compared to the screenshots provided in this guide due to regular upgradation of the website.

An official may have one or more APARs or GAP Sheets/Non reporting certificate (NRC) during a year depending on the period worked under a Reporting Officer/Reviewing Officer. The official has to fill each of the APARs in the same manner as shown below:-.

Please follow the steps shown below for the process of Self-Appraisal and submission:-

1. The link for the website to be file the online APAR is
<https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWIAAD>

On accessing the link the following screen will appear:-

Powered by: **NIC** National Informatics Centre

HELPT

PARICHAY
Simple, Simplified, Safe

Welcome. Please sign-in

Enter User Name e.g. userid@domain.in

Enter Password

Stay signed in

NEXT

Parichay has not sent any document in mail hence Users are requested not to open any such document and delete such mails due to embedded malicious code in it.

2. The website uses two step authentication i.e password and OTP.
Enter your Official name based NIC e-mail ID and password. Click 'Next'. The following screen will appear:-

Powered by: **NIC** National Informatics Centre

HELPT

PARICHAY
Simple, Simplified, Safe

Two Step Authentication

Select one of the options and Click "Next"

OTP on Mobile

Backup Code

NEXT

Login as Different user

3. Select the option – OTP on Mobile and click next. You will receive a 6 digit OTP to the mobile number linked with your Official name based NIC e-mail ID and the following screen will appear:-

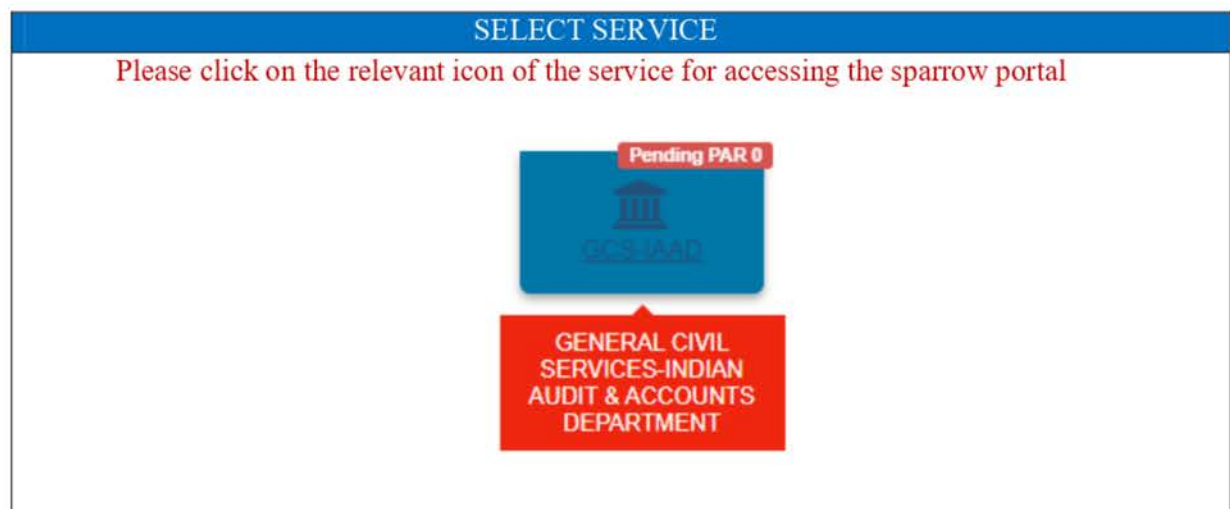


4. Enter the 6 digit OTP and click next.

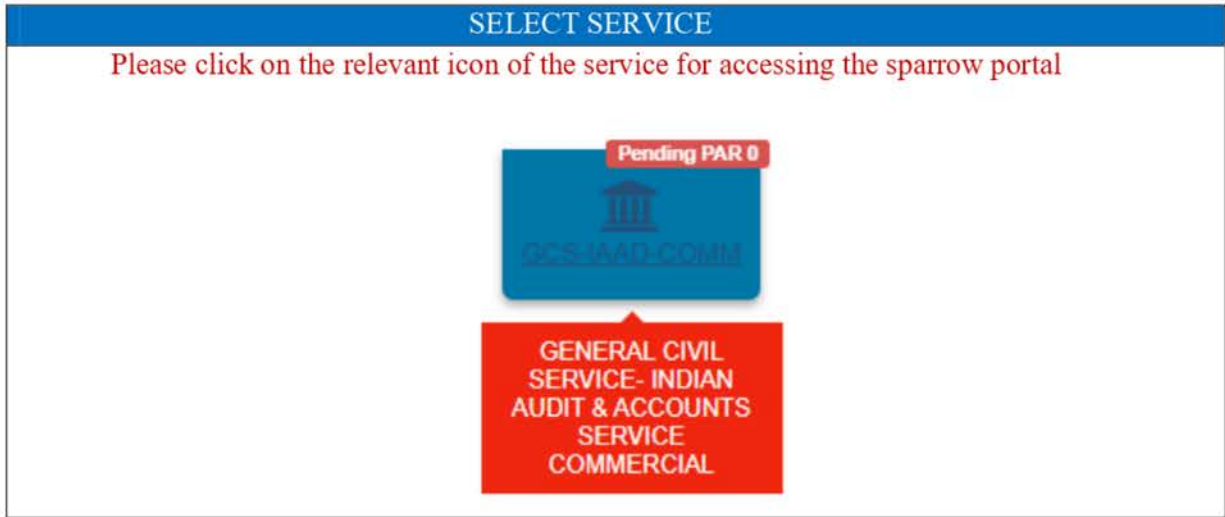
(If you tick the “Don’t ask me again on this Device” the user device will be remembered and the user will not be asked to perform 2 step authentication when login from this device for the next 12 to 24 hours. However, this may not always work due to the security settings in different systems and networks and you may have to use the two step authentication for each and every login.).

A pop-up appears “ Successfully logged into Parichay, redirecting to SPARROW” after which a screen will appear as shown below:

For Officers of Civil Audit Cadre



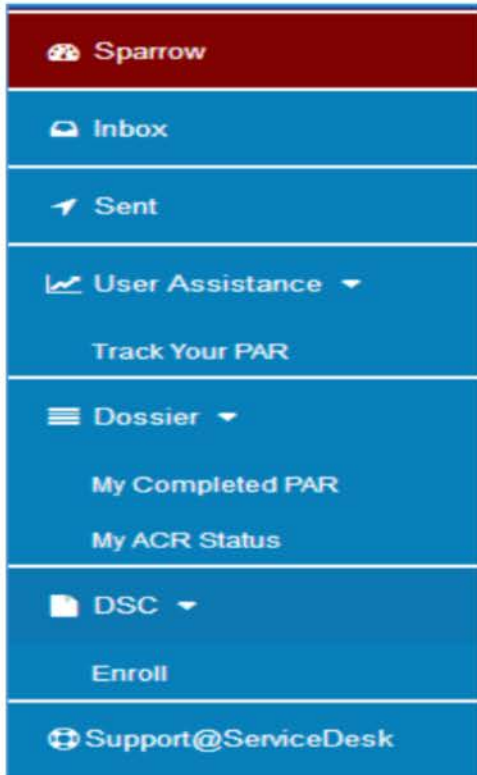
For Officers of Commercial Audit Cadre



The number of pending APARs will also be reflected.

Select the appropriate service i.e CGS-IAAD for SAO (Civil) and CGA-IAAD-COMM for SAO (Commercial). On clicking on the CGS-IAAD/ CGA-IAAD-COMM icon. A pop will appear “Are you sure you want to redirect to CGS-IAAD/ CGA-IAAD-COMM instance”. Click Ok, a screen showing the dashboard will appear as shown in the next page.

The standard menus for a User without special role in SPARROW will appear on the left side of the Dashboard as below:-



A window with the Dashboard appears with your name on the right corner as shown in the screenshot below:-

The screenshot displays a web browser window with the following details:

- Browser Address Bar:** https://edgcvpn.rcil.gov.in/15-w-68747470733a212173706172726772d636269632e7263696c2e676762e69e55/SPARROW_CBIC/inbox/doShow
- Page Title:** Smart Performance Appraisal Report Recording Online Window (SPARROW)
- User Profile:** M. Basant Arungh Singh (MINSPECTOR)
- Navigation Menu:**
 - Home
 - Inbox
 - Send
 - Delegation
 - User Attendance
 - Dossier
 - DSC
 - DPR
 - Support@ServiceDesk
- Main Content Area:**
 - Table:**

S.No.	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Access
1	2019-0102018-0102019-2110411	Form S-Nbr-04	06/06/2019	Satish Prasad	06/06/2019	Officer Reported	
 - Buttons:** Print, Previous, Y, Next, Last
 - Footer:** Showing 1 to 1 of 1 entries

In the Inbox tab, on clicking the My Par, all the PARs generated by the Custodian shall be listed with their corresponding APAR-IDs (shown in blue colour). A table as shown below appears:-

S.No	Status	APAR ID	Form Type	Received on	Sent by	Sent Date	Current Stage
1	WOR	2021-01042020-31032021-1234567	FormII with GEM	30/05/2021	Kumar(Sr. PS)	30/05/2021	Officer Reported

■ Shows that the APAR is Standard (initial stage for filling Self-Appraisal)

■ Shows that the APAR is in the Representation Stage.
During Self-Appraisal ensure that the ■ appears.

Status - WOR shows the status of the ORU i.e in this case the officer is “Working”.

APAR ID: An APAR ID is allotted for each APAR in the format: Year - Period of APAR(from) - Period of APAR (to) - running Sl. Number for the officer. Clicking on the APAR ID will open the form for further action. If there is more than one APAR ID, it shows that there is more than one APAR pending.

Form Type: FormII with GEM – The form has been introduced from the APAR cycle 2020-2021 and contains details of the duties performed by the ORU in connection with the Government e-Marketplace. In case the ORU has worked on GEM, he/she may fill the necessary details. If the ORU has not worked on GEM, fill the relevant columns as “Not Applicable”.

Received on: Shows the date of Generation of APAR

Sent by: Shows the name of the official who has sent the APAR to the ORU (usually the PAR custodian or PAR Manager).

Sent Date: Shows the date the APAR has been sent by the PAR custodian or PAR Manager.

Current Stage: Shows the current stage of the APAR (Officer Reported/Reporting Officer/Reviewing Office etc.)

The no. of PARs will depend upon the no. of workflows created. Some officers will have one PAR only (as shown in the above screenshot), some may have two or three (the following screenshot shows two PARs).

The screenshot displays the Sparrow web application interface. At the top, there is a navigation bar with the 'eoffice' logo and a title 'Smart Performance Appraisal Report Recording Online Window (SPARROW)'. Below this, a sidebar contains various menu items: Sparrow, Inbox, Sent, Delegation, User Assistance, Role Detail, Workflow, PAR, Dossier, DSC, IPR, and Support@ServiceDesk. The main content area shows a table of PARs with the following data:

S.No	APAR ID	Form Type	Received On	Sent By	Sent Date	Current Stage	Quick Action
1	2019-01042018-07092018-2143421	Form II-Non- Ga...	29/05/2019	Shyamolee Maz...	29/05/2019	Officer Reported...	Copy, Excel, PDF, CSV, Show 10 rows
2	2019-08092018-31032019-2143421	Form II-Non- Ga...	29/05/2019	Shyamolee Maz...	29/05/2019	Officer Reported...	Copy, Excel, PDF, CSV, Show 10 rows

Below the table, it indicates 'Showing 1 to 2 of 2 entries'. At the bottom of the table, there are navigation buttons: First, Previous, 1, Next, Last.

This Officer Reported upon (Ms Anuja Sharma for the above screenshot) will select the first PAR for the period 01/04/2018 to 07/09/2018 by clicking the APAR-ID for the relevant period. This would open Section I of the APAR as filled and generated by the Custodian (**Basic Information tab** shown in the screenshot below). The Officer Reported Upon should check all his/her details filled in the Section-I such as Name, Employee code, Date of Birth, leave details and trainings attended etc. which would be auto populated as they have been filled by Custodian as shown in the screenshot below.

The screenshot shows the Sparrow web application interface. The browser address bar displays the URL: [https://edgevpn.rcil.gov.in/f5-w-68747470733a2f2f73706172726f772d6326963e7263696c2e676f762e696e66\\$/SPARROW_CBIC/Form/doShow?re...](https://edgevpn.rcil.gov.in/f5-w-68747470733a2f2f73706172726f772d6326963e7263696c2e676f762e696e66$/SPARROW_CBIC/Form/doShow?re...)

The page title is "Smart Performance Appraisal Report Recording Online Window (SPARROW)".

The main content area displays the following information:

- Basic Information:**
 - Name: Anuja Sharma
 - Designation: INSPECTOR
 - Cadre: NOT APPLICABLE
 - Batch: 1900
 - Service: CBIC
 - Assessment Period: 01/04/2018 to 07/09/2018
- Workflow Details:** (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)
- Section I - Basic Information:**
 - 1. रिपोर्ट से संबंधित अधिकारी का नाम
Name of the Officer reported upon: Anuja Sharma
 - 2. जन्म तिथि
Date of Birth: 16/01/1992
 - 3. वर्तमान पद
Present post: INSPECTOR

The status of the report is "DRAFT". A button labeled "Send To Reporting Authority" is visible at the bottom right.

Inadvertent errors might have occurred in some cases. **If any such significant error(s) is noticed in Section I**, then please send it back to the Custodian by clicking on Submit Data Error Report tab as highlighted below. After correction, it will be sent again to you.

Basic Information

Name:	Anuja Shamma	Centre:	NOT APPLICABLE	Service:	CBIC
Designation:	INSPECTOR	Batch:	1900	Assessment Period:	01/04/2018 to 07/09/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard: Self Appraisal

Basic Information

7. **स्मरणीय/सम्मान**
Awards/Honours
FIRST PRIZE IN HINDI POEM RECITATION COMPETITION

8. **संपत्ति का ब्यौता**
Date of filing the immovable property return for the year ending December
21/01/2019

9. **संपत्ति व संपत्ति**
Date of filing the assets and liabilities declaration, under the Lokpal and Lokayuktas Act, 2013.

दिनांक (Date): 28/05/2019

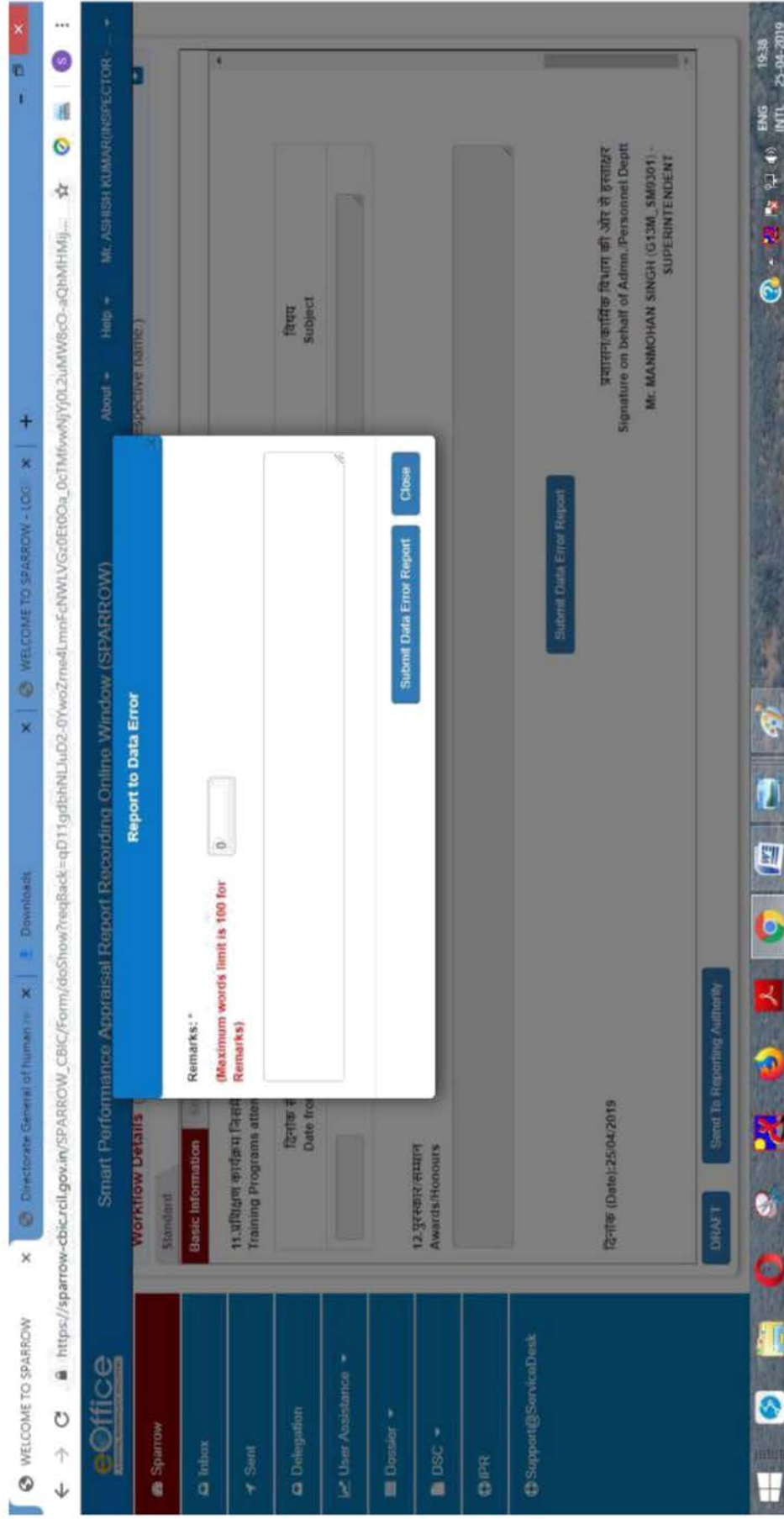
[Submit Data Error Report](#)

[Send To Reporting Authority](#)

[DRAFT](#)

Signature on behalf of Admin./Personnel Deptt
Mr. Shyamlee Mazumder (0185 MM1501) -
INSPECTOR

If you click Submit Data Error Report, following screen will open up which will have a text box. The officer should give the nature of errors/details which are to be corrected clearly in the text box and click Submit Data Error Report button. This will send Section-I of the PAR to Custodian and thus allow Custodian to make requisite corrections to Section-I of the APAR.



After clicking Submit Data Error Report, a message would appear with text “Data Error Message is Reported Successfully” which means that the report has been sent to Custodian to make relevant changes.

The screenshot displays the SPARROW system interface. At the top left, the logo for 'eoffice' is shown with the tagline 'A DIGITAL WORK PLACE SOLUTION'. The main header reads 'Smart Performance Appraisal Report Recording Online Window'. In the top right corner, the user is identified as 'Mr. Kalyan Kumar Chaudhuri (ASSISTANT COMMISSIONER)'. A vertical navigation menu on the left contains the following items: SPARROW (highlighted in red), Inbox, Sent, Delegation, User Assistance, WorkFlow, Dossier, DSC, NIC EMail Status, and Support@HelpDesk. The main content area features a 'Message' header above a white box containing the text: 'Data Error Message is Reported Successfully'.

After sending the error report or in case all the information filled in is correct, the officer can start writing his self-appraisal by clicking on the **Self-Appraisal tab** beside the Basic Information tab and fill Section II of APAR

Basic Information

Name: Anup Sharma
Designation: INSPECTOR
Grade: NOT APPLICABLE
Batch: 1992
Service: Assessment Period:
CBIC: 01042018 to 07/03/2018

Workflow Details (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

Standard

Section II - Self Appraisal

Job description of duties:
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

Self Appraisal

Section II - Self Appraisal

Revenue collection and widening of tax base

Public relations, Grievance Redressal and Tax payer services process reform/improvisation

Other performance Detection, Recovery, assignment of audit performance

(i)	Revenue collection and widening of tax base	(ii)	Public relations, Grievance Redressal and Tax payer services process reform/improvisation	(iii)	Other performance Detection, Recovery, assignment of audit performance
(ii)	Revenue collection and widening of tax base	(iii)	Public relations, Grievance Redressal and Tax payer services process reform/improvisation	(iv)	Other performance Detection, Recovery, assignment of audit performance
(iii)	Revenue collection and widening of tax base	(iv)	Public relations, Grievance Redressal and Tax payer services process reform/improvisation		
(iv)	Revenue collection and widening of tax base				

DUPLICATE SEND TO SUPERVISING AUTHORITY

After filling all the details in Section-II, the officer can also upload any supporting documents in pdf format up to 3 MB by clicking the option found on the bottom left corner of the working window – **References to upload (only PDF files with maximum 3 Mb size) Choose File** button.

The officer has an option to save the document and come back later to change/amend the same by clicking **Save as Draft** tab.

The screenshot displays the Sparrow Smart Performance web application. The browser address bar shows the URL: https://edgevpn.rcil.gov.in/15-w-68747470733a2f2f3706172726f772d636269632e7263696c2e676f762e696e55/SPARROW_CBIC/Form/doShow?re...

The application header includes the **eoffice** logo and the text **Smart Performance**. The left sidebar contains the following menu items: Sparrow, Inbox, Sent, Delegation, User Assistance, Dossier, DSC, JPR, and Support@ServiceDesk.

The main content area is divided into several sections:

- Basic Information:** Name: Rounak Amhang Sangma, Designation: INSPECTOR.
- Workflow Details:** (Kindly click here and view)
- Self Appraisal:** This section contains a text area with the following text:

2. मैं अपने शोध के लिए प्रतिबद्धता के साथ ही सेवा में अपने सभी संसाधनों को भी समर्पित करने में सक्षम हो रहा हूँ। मैं अपने शोध के लिए अपने सभी संसाधनों को भी समर्पित करने में सक्षम हो रहा हूँ। मैं अपने शोध के लिए अपने सभी संसाधनों को भी समर्पित करने में सक्षम हो रहा हूँ।

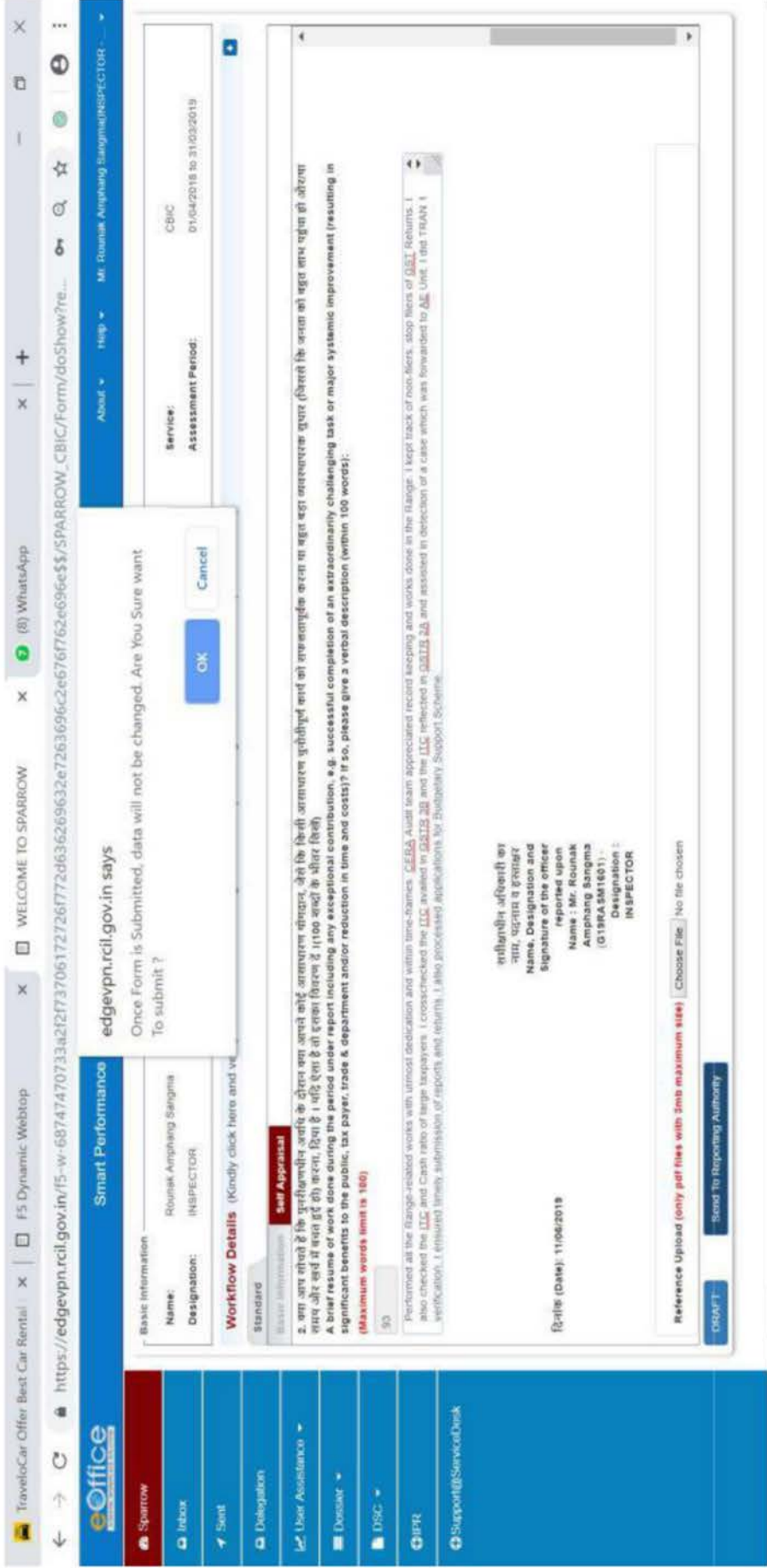
A brief resume of work done during the period under report including any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public, tax payer, trade & department and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

(Maximum words limit is 100)

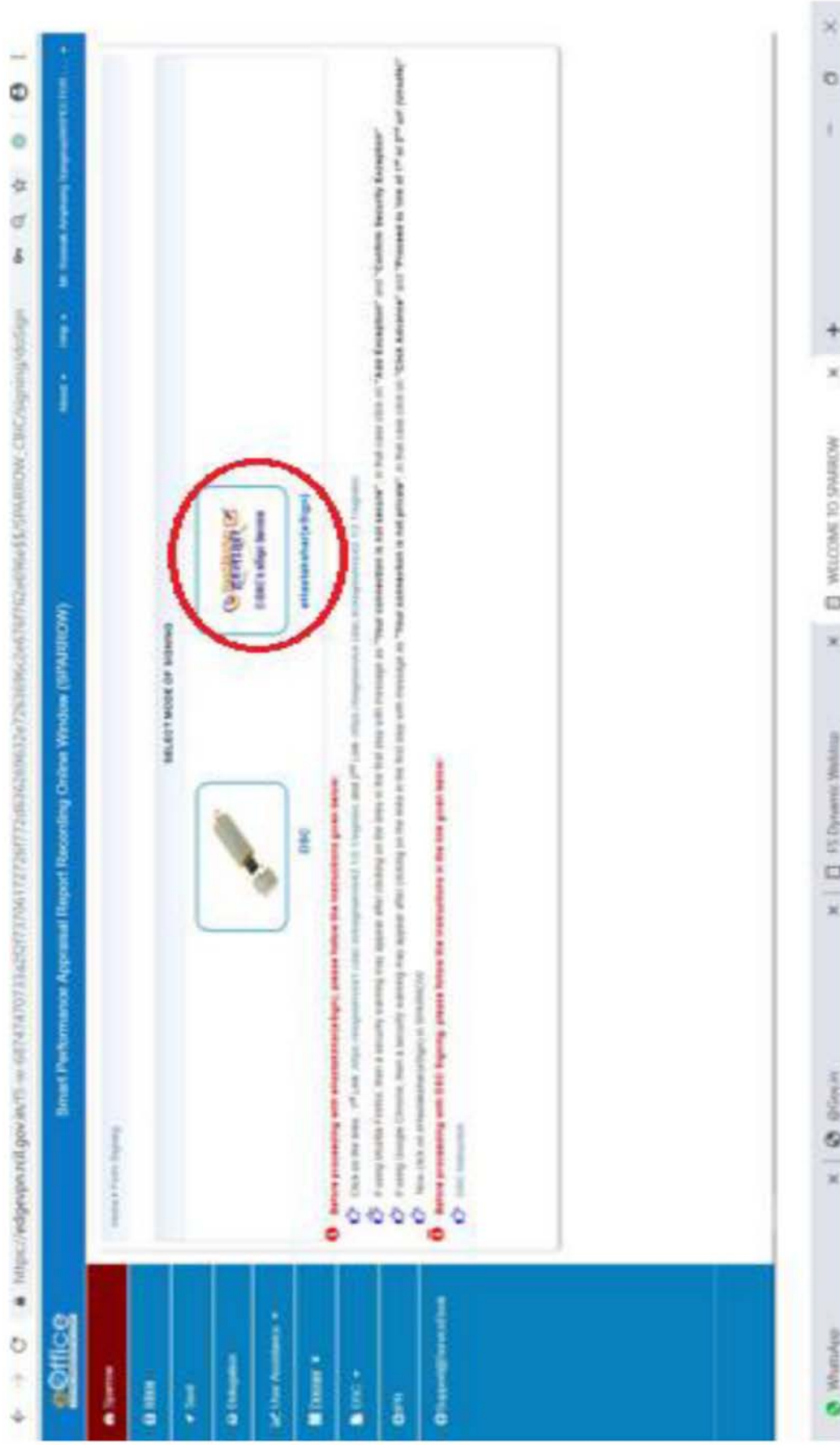
93

Performed all the range-related works with utmost dedication and within time-frame. **CE&S** Audit team appreciated record keeping and works done in the range. I kept track of non-filers, stop filers of **GST** Returns. I also checked the **LIC** and Cash ratio of large taxpayers. I crosschecked the **LIC** availed in **S&TIS 2B** and the **LIC** reflected in **S&TIS 2A** and assisted in deletion of a case which was forwarded to **AD**. Unit: I do THAM 1 verification. I entered timely submission of reports and returns. I also processed applications for Budgetary Support Scheme.
- Signature and Details:** Date: 11/06/2018, Name: Mr. Rounak Amhang Sangma (G19RASHM1601), Designation: INSPECTOR.
- References to upload:** (only pdf files with 3mb maximum size) Choose File. No file chosen.
- Save as Draft:** A button to save the document as a draft.

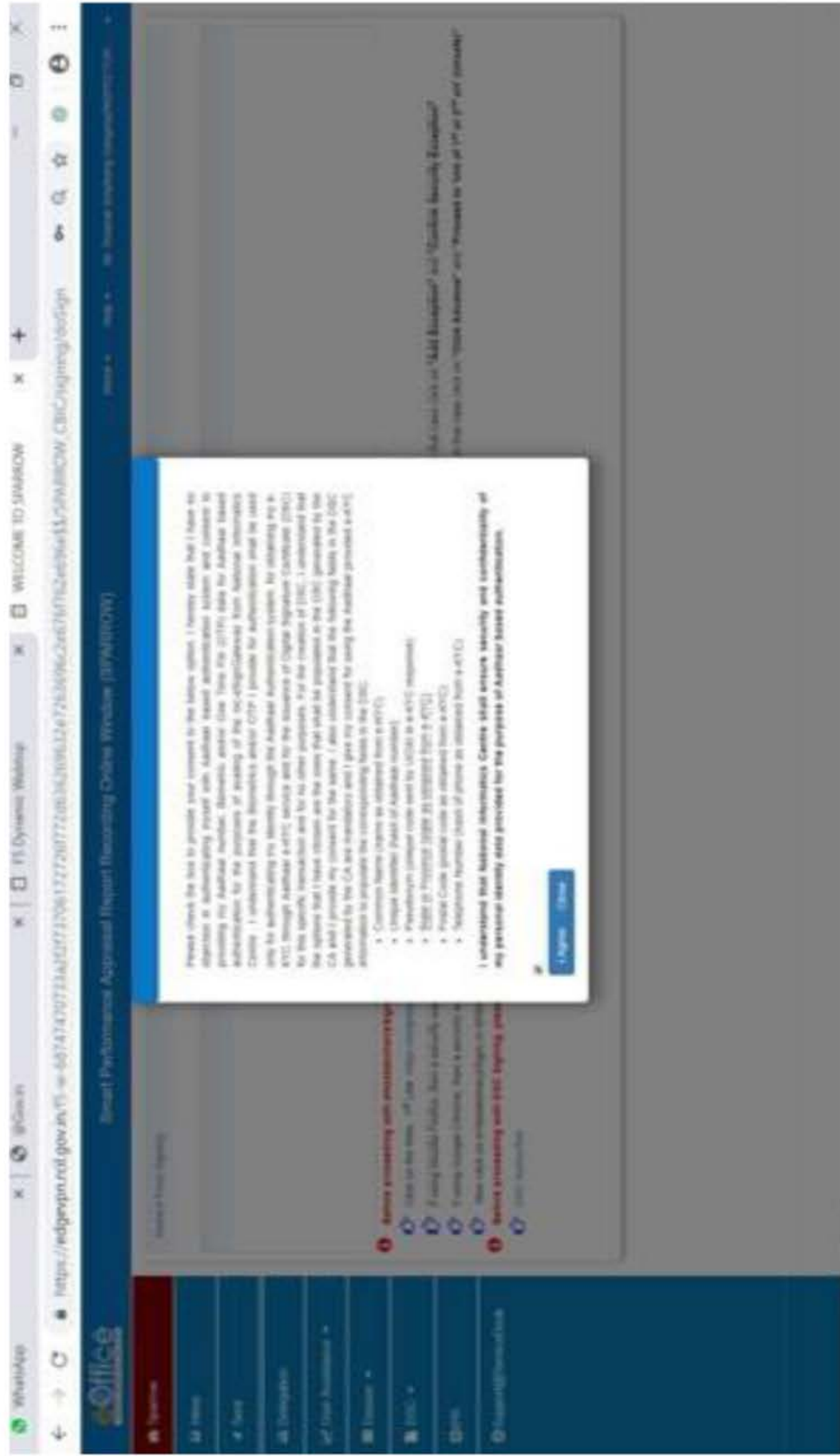
Alternatively, (i) the officer may send the PAR to Reporting officer after completing Section II of APAR for which the officer should click on Send to Reporting Authority. (ii) In case of NRC/GAP Sheet, the officer may send the NRC to the Custodian/APAR Cell by clicking on the send to Custodian/APAR cell button. After clicking this button a confirmation screen for submitting the Section II of APAR will appear with warning- "Once the form is submitted, data will not be changed. Are you sure you want to submit?" as shown in the following screenshot.



On clicking OK, a window will appear asking you to select mode of signing. Click on the **e-Hashtkshar(e-Sign)** icon.



Agree to the terms and conditions it as shown in the following screenshots. On agreeing, you will be get a pop up stating that you will be redirected to eSign for signing. Click on OK.



On Agreeing You Will Be Redirecting To eSign For Signing

OK Cancel

Information for the purpose of signing of the documents with National Information Centre... I understand that the National Information Centre provides for administrative and for... only for administering the security through the Aadhaar Authentication system for citizens via a... KYC through Aadhaar eKYC, which will be the issuance of Digital Signature Certificate (DSC)... by this specific transaction and for the creation of DSC. I understand that... the system will have certain and the user will need to proceed to the DSC generation by the... CA and I provide my consent for the same. I also understand that the following fields in the DSC... information to provide the corresponding fields to the DSC:

- Common Name (name as observed from eKYC)
- Unique Identifier (name or Aadhaar number)
- Provisional Number (name as observed from eKYC)
- State or Province (name as observed from eKYC)
- Postal Code (postal code as observed from eKYC)
- Telephone Number (name of phone as observed from eKYC)

I understand that National Information Centre shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I Agree I Don't

- 1. I have successfully set up my Aadhaar eKYC.
- 2. I am ready to proceed with the signing process.
- 3. I have successfully set up my DSC signing key.

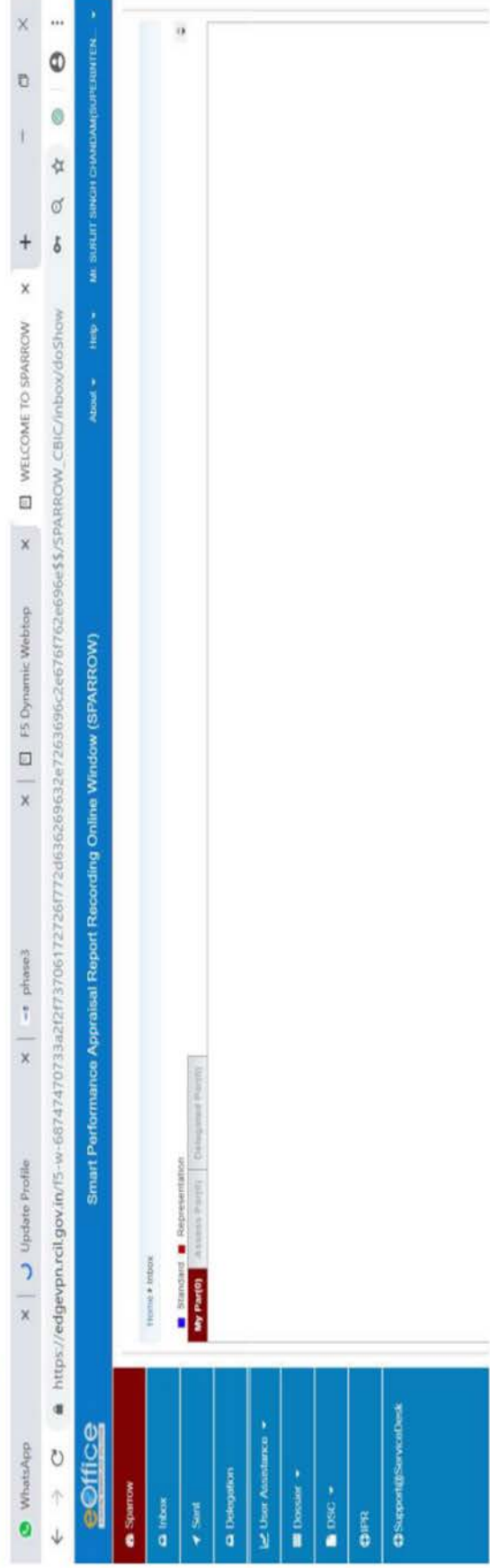
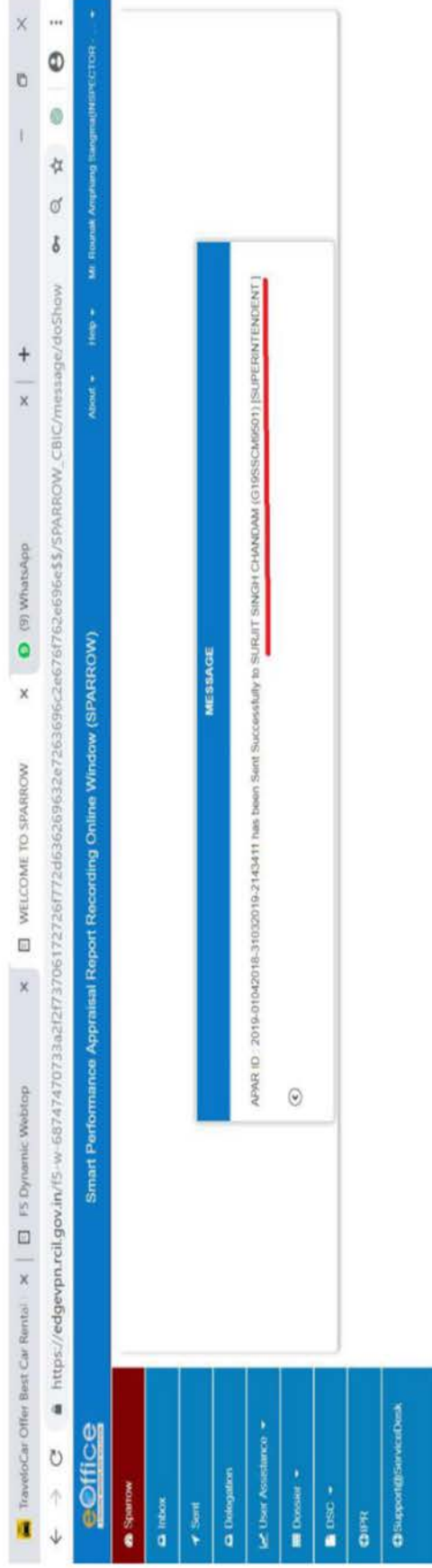


In the next screen fill your Aadhaar number and fill the OTP which will be received in your mobile linked with Aadhaar card and click the submit button as shown in the screenshot below.

The screenshot shows a web browser with the following elements:

- Browser Tabs:** WhatsApp, @Gov.in, F5 Dynamic Webtop, C-DAC's eSign Service.
- Address Bar:** [https://edgevpn.rcll.gov.in/f5-w-68747470733a2f2657369676e73657276696365312e636461632e696e\\$\\$/esignservice2.1/OTP](https://edgevpn.rcll.gov.in/f5-w-68747470733a2f2657369676e73657276696365312e636461632e696e$$/esignservice2.1/OTP)
- Page Content:**
 - Ministry of Electronics and Information Technology, Government of India logo.
 - Digital India logo with the tagline "Power To Empower".
 - C-DAC logo with the tagline "Centre for Development of Advanced Computing".
 - Message: "You are currently using C-DAC eSign Service and have been redirected from".
 - Aadhaar Based e-Authentication form with the following fields and options:
 - Virtual ID: 720077088110
 - Get Virtual ID button
 - Enter Your Aadhaar OTP button
 - Checkbox: I have read and provide my consent
 - View Document Information link
 - Submit and Cancel buttons
 - Message: Not Received OTP? Extend OTP

After successful submission of your APAR, a message will pop up showing the successful submission will appear. It will show the name of the reporting officer to whom the PAR has been sent. The inbox now will be empty. The dashboards will appear like this.



You can see the status of your PAR by clicking on the **Sent** button available on the left panel. The name of the Reporting Officer will be visible and the date of submission of your PAR.

The screenshot displays the Sparrow web application interface. The top navigation bar includes the Sparrow logo and a list of menu items: Inbox, Sent, Delegation, User Assistance, Dossier, DSC, and Support@ServiceDesk. The main content area shows a 'Smart Performance Appraisal Report Recording Online Window (SPARROW)' with a search bar and a table of PARs. The table has columns for S.No, APAR ID, Form Type, Sent To, Sent Date, and Quick Action. A red circle highlights the 'Sent To' field for the first entry, which contains the name 'SURJIT SINGH ...'. The 'Sent Date' for this entry is '11/06/2019'. The status of the PAR is 'E'. The interface also shows a 'My Par' section with 'Assess Par' and 'Assessment Period: 2018-2019'. The bottom of the page shows navigation controls: First, Previous, 1, Next, Last.

S.No	APAR ID	Form Type	Sent To	Sent Date	Quick Action
1	2019-01042018-31032019-2143411	Form II-Non-Ge...	SURJIT SINGH ...	11/06/2019	Reporting Autho...

The ORU portion of the APAR is now complete.

After the Reporting Officer and Reviewing Officer fills the APAR, it is sent to the APAR custodian. If everything is complete, the APAR will be closed by the APAR custodian and the completed APAR will be available in the Inbox of the ORU. The ORU can view it, save it or print it. This step is the automatic disclosure of APAR to the ORU. Hard copies of completed APAR will not be provided.

Fill up the APAR well in time to avoid last minute rush and to clear any difficulties encountered in filling up the APAR. In case the self-appraisal is not received within the due date, the APAR will be force forwarded to the Reporting Officer without self-appraisal and this will be reflected adversely in the APAR. The ORU will not be able to fill up the self-appraisal after the APAR is force forwarded to the Reporting Officer.

- *In case ORU's Official name based NIC e-mail ID is inactive, forgot password, unable to receive OTP or change the linked mobile number, he/she may immediately contact the EDP section of his/her Office for resolving the same.*
- *If Aadhaar number is not linked to any of your mobile numbers, kindly link the same immediately in order to be able to e-sign the APAR.*

In case of any other problem regarding online filling up of APAR, kindly contact any of the following officials:-

Sl. No	Name (Shri./Ms)	Designation	Post	Contact number	e-mail ID
1.	P. SREENIVAS	AAO	AAO/Admn.II, O/o PAG(Audit-I), TN	044-24316464 9941258878	sreenivasp.tmn.au@cag.gov.in
2.	SNEHALATHA GOPINATH	Sr. PS	Sr.PS to PAG (Audit-I), TN	044-24316411	snehalathag.tmn.au@cag.gov.in
3.	K. NALINI VIJAYALAKSHMI	PS	PS to AG, (Audit-II), TN & Puducherry	044-24316554	nvlakshmik.chn.pdac@cag.gov.in
4.	K. VISWANATH	SAO	Secy to PAG, (Audit-I), TN	044-24316412	viswak.tmn.sca@cag.gov.in
5.	S. MANONMANI	SAO	SAO/Admn., O/o PAG(Audit-I), TN	044-24316457	manos.tmn.sca@cag.gov.in