

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

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

Dated: 21.04.2022

CIRCULAR NO. 09

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

Headquarters office as per E-mail dated 11.04.2022 has communicated the time line for recording of APAR for the reporting year 2021-2022.

Accordingly, blank Performance Appraisal Reports (PAR) for the reporting year 2021-22 in respect of all Senior Audit Officers (SAOs), whose cadre control lies with 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 IA&AD, the procedure of manual PAR will continue. In respect of SAOs on deputation from other office to this office will be generated by their parent office. Such officers may contact their parent office for further clarification.

The PAR in respect of Senior Audit Officers (Commercial) posted in the O/o the Principal Accountant General (Audit – I), Kerala are yet to be generated due to some technical issues for which reply from Commercial wing at Headquarters office is awaited. On generation of the PAR the officers will be intimated.

The timeline for recording APAR on SPARROW platform is as follows.

Sl. No.	Activity	Date by which to be completed
1.	Submission of Self appraisal to Reporting Officer	5 th May 2022
2.	Submission of report by Reporting Officer to Reviewing Officer	20 th July 2022
3.	Report to be completed by Reviewing Officer and to be sent to APAR Cell/Accepting Authority	20 th August 2022

The above timeline 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.

(As per order dated 21.04.2022 of Principal Accountant General)

Sd/-

Senior Deputy Accountant General (Admn.)

To

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