

**प्रधान महालेखाकार (ले.प.- I) का कार्यालय, केरल, तिरुवनंतपुरम**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I), KERALA,**  
**THIRUVANANTHAPURAM**

No. C. Cell/Audit-I/APAR/Sparrow/2022-23/

Dated: 13.02.2023

**CIRCULAR NO. 82**

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

APAR in respect of Senior Audit Officers are being generated in SPARROW application from the Reporting year 2020-21 onwards.

As per schedule annexed to DoPT OM No.21011/1/205-Estt (A) Pt.II) dated 23.07.2009 the blank APARs are to be distributed by March of the Reporting year.

Hence, all Senior Audit Officers (Sr. AOs), under the cadre control of Principal Accountant General (Audit – I) Kerala, are directed to submit following details in the prescribed proforma to Sr. Audit Officer, Admn. & C.Cell, O/o Principal Accountant General (Audit – I)/ Sr. Audit Officer, C. Cell, O/o Principal Accountant General (Audit – II) **on or before 10.03.2023**, without fail.

1. Furnish the details of the Reporting officer and Reviewing Officer along with the period of Reporting/Review for the reporting period 01.04.2022 to 31.03.2023. (Proforma - I attached).
2. All newly promoted Sr. AOs, those Sr. AOs repatriated from deputation and Sr. AO (Commercial) posted in O/o PAG (Audit) - I who joined the O/o PAG (Audit –I) during the reporting period are also directed to furnish details as per Proforma - II for updating in PIMS.
3. All Sr. AOs should ensure that their mobile number (provided in the proforma) is linked with their Aadhar.

An advance scanned copy of the completed proforma may be forwarded to **ccell1.ker.au@cag.gov.in**, **admin.ker1.au@cag.gov.in**, **ccellersa.ker.au@cag.gov.in** followed by the original signed in ink.

(As per order dated 10.02.2023 of Principal Accountant General (Audit – I))

Sd/-

**Sr. Deputy Accountant General (Admn.)**

To

All Senior Audit Officers  
IT Support Cell for uploading in official website  
Officers posted in field parties may be informed by the Sr. AO (Hqrs.) of respective wing.  
Notice Board.

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

**PROFORMA – I (FOR DETAILS RELATING TO SPARROW)**

**(For the period from 01.04.2022 to 31.03.2023)**

Name of the Officer (in capital letters)	:	
Employee ID	:	
Designation	:	
Mobile Number linked with Aadhar (in case of any change from previous year)	:	

**Details of the Reporting Officer/Reviewing Officer**

Sl. No.	Designation during reporting period	Period of Report		Name and Designation of Reporting Officer	Name and Designation of Reviewing Officer
		From	To		

**It is certified that I have checked my official e-mail ID and found active. I have also checked and confirmed that the Mobile number provided above is linked with Aadhar card.**

Place:

Signature:

Date:

Name of officer

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT – I), KERALA,**  
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**PROFORMA – II**

[For newly promoted Sr. AOs, Sr. AOs repatriated from deputation and Sr. AO (Commercial) posted in O/o PAG (Audit) - I who joined the O/o PAG (Audit –I) during the reporting period]

**(For the period from 01.04.2022 to 31.03.2023)**

Name of the Officer (in capital letters)	:	
Employee ID	:	
Designation	:	
Whether the Officer belongs to scheduled caste/Scheduled Tribe?	:	
Date of Birth	:	
Educational qualifications including Professional and technical qualifications	:	
Departmental Examination passed i.e. SOGE (Civil, Commercial, Railway P&T, Revenue Audit, CPD etc.)	:	
Date of continuous appointment to the present grade	:	
Present Post and date of appointment thereto	:	
Mobile Number	:	
Whether Aadhar linked with Mobile Number	:	YES/NO
Name based e-mail ID	:	
Period of absence from duty (on leave, training etc.) during 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> March 2023. If she/he has undergone training please specify Period of absence from duty (on leave, training etc.) during the year. If she/he has undergone training please specify	:	

Place:

Name of the officer:

Date:

Signature of the officer: