

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

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

Dated: 13.04.2023

CIRCULAR NO. 08

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

As per the time-line specified in DoPT OM No.22011/1/2005-Estt.(A) (Pt. II) dated 23.07.2009 the blank Performance Appraisal Reports (PAR) for the reporting year 2022-23 in respect of all Senior Audit Officers (SAOs) whose cadre control lies with the Principal Accountant General (Audit – I), Kerala and Senior Audit Officers (Commercial) posted in the O/o 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 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	Within 15 days from the date of issue of Circular (before 29.04.2023)
2.	Submission of report by Reporting Officer to Reviewing Officer	30th June 2023
3.	Report to be completed by Reviewing Officer of APAR Cell/Accepting Authority	31 July 2023

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.**

Headquarters office as per Circular Letter No.03/Staff (Appt.V)/2021 dated 10.05.2022, has instructed that as per the directions contained in para 4 of the O.M. No.21011/1/2009 – Estt. (A)-Part dated 01.02.2012, officers of age 40 years and above may upload the summary of the Medical Report in the prescribed format in Section – I of APAR.

The details were circulated as per Welfare section Circular No. Welfare/A&E/Health Checkup/2022 dated 13.06.2022 (copy enclosed). All Senior Audit Officers may strictly follow the above instructions.

(As per order dated 13.04.2023 of Principal Accountant General)

Sd/-

Senior Deputy Accountant General (Admn.)

To

1. Secretary to PAG (Audit I), Kerala.
2. Secretary to PAG (Audit II), Kerala.
3. All Group officers posted in the O/o PAG (Audit I) and O/o PAG (Audit II)
4. Director (CS/GST), Director (DT – II), O/o the Principal Director of Audit (Central), Chennai, Branch Office at Kochi.
5. All Senior Audit Officers under the cadre control of the PAG (Audit I), Kerala
6. All Senior Audit Officers (Commercial) posted in the O/o PAG (Audit I), Kerala
7. Branch offices at Kottayam, Kochi, Thrissur and Kozhikode
8. Notice Board
9. Office website