



No.PAG(Au)/AP/Admin-II/APAR/2023-24/

Date: 25-01-2024

CIRCULAR

Sub: Annual Medical Examination and Submission of Annual Immovable Property returns in respect of Sr. AOs for the year 2023 onwards through SPARROW-reg.

Online Recording of Annual Performance Appraisal Reports (APAR) on "SPARROW" (Smart performance Appraisal Report Recording Online Window) application, in respect of Sr.AO's in IA&AD, has been rolled out, beginning with the APAR reporting Year 2020-21.

Attention is invited to the Hqtrs Lr. No. 03/Staff(Appt-V)/2021 dated:10.05.2022 wherein instructions were given to all Sr.AO's of age 40 years and above to undergo Annual Medical Examination and upload a summary of the Medical Report in prescribed proforma (Copy enclosed) in Section-I of APAR. Further Hqtrs vide Circular No. 03-Staff (Disc-I)/2024 dated:22.01.2024 instructed all the Sr.AO's to fill their Annual Immovable Property Return (IPR) online in SPARROW portal (option for filling of IPR is already available) for the year 2023 onwards (as on 01.01.2024).

In this regard, all the Sr.AO's (Civil & Commercial) are requested to

- Undergo the medical examination and upload a summary of the Medical Report in prescribed proforma in Section-I of APAR **and**
- Fill the Annual Immovable Property Return (IPR) online in SPARROW portal (as on 01.01.2024)

This issues with the approval of Competent Authority.

संलग्न/Encl: As above

BENARJI NAIDU V

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन - II)

To

All Group Officers**Secretary to PAG****SAO/Welfare for making necessary arrangement for medical examination****SAO/IS Wing, for circulation via NIC e-mail IDs and also uploading on the official**

website.
Notice Board