

**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/2023-24/

Dated: 08.02.2024

**CIRCULAR NO. 94**

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, Admn., O/o Principal Accountant General (Audit – II) **on or before 10.03.2024**, without fail.

1. Details of the Reporting officer and Reviewing Officer along with the period of Reporting/Review for the reporting period 01.04.2023 to 31.03.2024. (Proforma - I attached).
2. All newly promoted Sr. AOs (promoted after 01.03.2023); 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 the 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**, **adminersa.ker.au@cag.gov.in** followed by the original signed in ink.

(Vide order dated 07.02.2024 of Principal Accountant General)

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.

Sr. Audit Officer, OE (Admn.), O/o the Director General of Audit (Central), Chennai, Branch, Kochi.

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 01.04.2023 to 31.03.2024)**

Name of the Officer (in capital letters)	:	
Employee ID	:	
Designation	:	
Mobile Number linked with Aadhar	:	

**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.**

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 01.04.2023 to 31.03.2024)**

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.)	:	
Present Post and date of continuous appointment to the present grade	:	
Mobile Number	:	
Whether Aadhar linked with Mobile Number	:	<b>YES/NO</b>
Name based official e-mail ID (...@cag.gov.in)	:	
Period of absence from duty (on leave) during 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024.	:	
If she/he has undergone training, please specify details of training attended during the year.	:	

Place:

Signature of the officer:

Date:

Name of the officer: