

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

No. C. Cell/Audit-I/APAR/Sparrow/2023-24/

Dated: 04.04.2024

**CIRCULAR NO. 06**

**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 timeline 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 2023-24 in respect of all Senior Audit Officers (Civil) whose cadre control lies with the Principal Accountant General (Audit – I), Kerala (except those working on deputation outside IAAD) and Senior Audit Officers (Commercial) posted in the O/o the Principal Accountant General (Audit – I), Kerala, 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 to this office, from other office, the PAR 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 (on or before 20.4.2024)
2.	Submission of report by Reporting Officer to Reviewing Officer	30th June 2024
3.	Report to be completed by Reviewing Officer and to be sent to APAR Cell/Accepting Authority	31 July 2024


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.**

Officials who were promoted as Sr. AO on 01.03.2024 have to complete the APAR in physical format (AAO period) upto the date of assumption of charge. No Report Certificate (NRC) for the remaining period has been generated in SPARROW, which is to be accepted by the officer concerned.

SPARROW application is accessible from the link in CAG's official website:  
**Employee corner** → **Online APAR Sr AOs.**

Headquarters office as per Circular Letter No.03/Staff (Apr.)/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. PAG/Welfare/Health Checkup/2023-24 dated 07.03.2024 (copy enclosed). It is also required to complete the registration for eSign. A step guide on registration for eSign is attached. All Senior Audit Officers are directed to strictly follow the above instructions.

(Vide order dated 03.04.2024 of Principal Accountant General)



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. Deputy Director (CS/GST), Deputy Director (DT – II), O/o the Director General 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