

महालेखाकार (लेप-II) का कार्यालय, कर्ल, तिरुवनतपुरम
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT - II), KERALA,
THIRUVANANTHAPURAM

सं.लेप-II/प्रशा. / एपीएआर/ स्पारो / 4-3/2024-25

No.Au II/Admn./APAR/SPARROW/4-3/2024-25

दिनांक:28-02-2025

परिपत्र सं/ CIRCULAR NO. 49

विषय: भा.लेप.एवं ले विभाग के वरिष्ठ लेखापरीक्षा अधिकारीगण (वाणि.) के संबंध में स्पारो (Smart Performance Appraisal Report recording Online Window) आप्लिकेशन के माध्यम से वार्षिक निष्पादन मूल्यांकन रिपोर्ट – बाबत
Sub: APAR through SPARROW (Smart Performance Appraisal Report Recording Online Window) application in respect of Senior Audit Officers (C) in IA &AD -reg;

वरिष्ठ लेखापरीक्षा अधिकारीगण (वाणि.) के संबंध में वार्षिक निष्पादन मूल्यांकन रिपोर्ट वर्ष 2020-21 से आगे की अवधि के लिए स्पारो आप्लिकेशन से जारी की जा रही है।

कार्मिक एवं प्रशिक्षण विभाग के दि. 23.07.2009 के का.ज्ञा. सं. 21011/1/205-Estt (A) Pt.II) में संलग्न अनुसूची के अनुसार रिपोर्टिंग वर्ष के मार्च तक खाली वार्षिक निष्पादन मूल्यांकन रिपोर्ट वितरित की जानी है।

अतः सभी वरिष्ठ लेखापरीक्षा अधिकारीगण (वाणि.) को निदेश दिया जाता है कि विहित प्रपत्र में निम्न ब्योरे प्रशासन अनुभाग (लेखापरीक्षा II) को दि. **20.03.2025** को या उससे पहले बिना चूक प्रस्तुत करें।

APAR in respect of Senior Audit Officers(C) 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 (C) are directed to submit following details in the prescribed proforma to Administration Section (Audit - II) **on or before 20.03.2025** without fail.

1. रिपोर्टिंग अवधि के साथ रिपोर्टिंग अधिकारी और समीक्षा अधिकारी का विवरण रिपोर्टिंग अवधि 01.04.2024 से 31.03.2025 के लिए समीक्षा। (प्रपत्र - I संलग्न)।

Details of the Reporting officer and Reviewing Officer along with the period of Reporting/ Review for the reporting period 01.04.2024 to 31.03.2025. **(Proforma - I attached).**

2. रिपोर्टिंग अवधि के दौरान प्रधान महालेखाकार (लेखापरीक्षा-II) के कार्यालय में कार्य ग्रहण किए वरिष्ठ लेखापरीक्षा अधिकारीगण (वाणि.) को भी निदेश दिया जाता है कि पीआईएमएस में अद्यतन करने के लिए प्रपत्र - II के अनुसार ब्योरे प्रस्तुत करें।

Sr. Audit Officers (C) who joined the O/o PAG (Audit -II) during the reporting

period are also directed to furnish the details as per **Proforma - II** for updating in PIMS.

3. सभी अधिकारियों द्वारा सुनिश्चित किया जाना चाहिए कि अपना मोबाइल नंबर (प्रपत्र में प्रदान किया गया) अपने आधार के साथ जोड़ा गया है।

All officers should ensure that their mobile number (provided in the proforma) is linked with their Aadhar.

भरे गए प्रपत्र की स्कान की गयी अग्रिम प्रति **adminersa.ker.au@cag.gov.in** में अग्रेषित की जाए और उसके बाद स्याही से हस्ताक्षरित मूल प्रति भेजी जाए।

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

(महालेखाकार के आदेशानुसार जारी। / Vide orders of Accountant General)

Digitally signed by

Anish D

Date: 28-02-2025

07:46:46

वरिष्ठ उप महालेखाकार (प्रशासन एवं एएमजी)

Sr. Deputy Accountant General (Admn & AMG I)

सेवा में To

1. वाणिज्यिक संवर्ग के सभी वरिष्ठ लेखापरीक्षा अधिकारीगण / All Senior Audit Officers of Commercial cadre
2. आईटीएस कक्ष- कार्यालय वेबसाईट में अपलोड करने के लिए / IT Support Cell for uploading in official website
3. व.लेखापरीक्षा अधिकारी (वाणि.) /एएमजी II (मुख्या.) I - क्षेत्रीय दलों में तैनात वरिष्ठ लेखापरीक्षा अधिकारियों को सूचित करने के लिए / Sr. AO (C)/ AMG II (HQ) I for informing Sr. AOs (C) posted in field audit parties
4. सूचनापट्ट / Notice Board.

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PROFORMA – I (FOR DETAILS RELATING TO SPARROW)
(For the period from 01.04.2024 to 31.03.2025)

Name of the Officer (in capital letters)	:	
Employee ID	:	
Designation	:	
Mobile Number linked with Aadhar	:	
Name based official e-mail ID (...@cag.gov.in)	:	

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.

Signature:

Place:

Date:

Name of officer:

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PROFORMA-II (FOR DETAILS RELATING TO SPARROW)

**(For officers who joined the O/o AG (Audit II) during the period from
01.04.2024 to 31.03.2025)**

I. PERSONAL DETAILS

Name of the Officer (in capital letters)	:	-
Employee ID	:	-
Designation	:	-
Whether the Officer belongs to Scheduled Caste/Scheduled Tribe?	:	-
Date of birth	:	-
Educational qualification including Professional and technical qualifications	:	-
Departmental Examination passed i.e., SOGE (Civil, Commercial, Railways 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 official e-mail ID** (...@cag.gov.in)	:	-

II. Details of Leave availed during the period from 01.04.2024 to 31.03.2025

Sl.No.	Details of leave availed (except CL & RH)		
	Kind of Leave	From	To

III. Details of training attended during the period from 01.04.2024 to 31.03.2025

Sl.No.	Details of training attended		
	Name of the course	From	To

IV. Details of the Reporting Officer/Reviewing Officer during the period from 01.04.2024 to 31.03.2025

Sl.No.	Name & Designation of the Reporting Officer			Name & Designation of the Reviewing Officer		
	Name & Designation	From	To	Name & Designation	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 the officer:

*OTP (One Time Password) and messages relating to SPARROW will be available only if the Mobile Number is linked with Aadhar. In the absence of this, the processing of APAR will not be possible

**All Sr.AOs should verify and ensure that their official e-mail ID (CAG/NIC mail ID) is active and check the mail regularly. If there is any difficulty in accessing the e-mail, they have to contact IT Support Cell immediately and rectify the problem.