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

No. C. Cell/Audit-I/APAR/Sparrow/2025-26/ Dated: 10.03.2026

CIRCULAR NO. 91

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

APAR in respect of Assistant Audit Officers are being generated in SPARROW application from the Reporting year 2025-26 onwards.

Hence, all Assistant Audit Officers (AAOs), under the cadre control of Accountant General (Audit – I) Kerala are directed to submit details in the prescribed proforma to Sr. Audit Officer, Admn. & C.Cell, O/o Accountant General (Audit – I)/ Sr. Audit Officer, Admn., O/o Accountant General (Audit – II) **on or before 13.03.2026,** without fail.

1. Details of the Reporting officer and Reviewing Officer along with the period of Reporting/Review for the reporting period 01.04.2025 to 31.03.2026. (**Proforma - I** attached).
2. All AAOs should ensure that their mobile number (provided in the proforma) is linked with their Aadhar and their name based official email ID is active.

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 10.03.2026 of AG (Audit I))

Senior Audit Officer (Admn. & C.Cell)

To

a) All Assistant Audit Officers
b) IT Support Cell for uploading in official website
c) Officers posted in field parties may be informed by the Sr. AO (Hqrs.) of respective wing.
d) Sr. Audit Officer, OE(Admn.), O/o AG (Audit II), Kerala
e) Sr. Audit Officer, OE (Admn.), O/o the Director General of Audit (Central), Chennai, Branch, Kochi.
f) Notice Board.

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

PROFORMA – I

(DETAILS FOR GENERATING APAR IN SPARROW APPICATION)

(For the period from 01.04.2025 to 31.03.2026)

Name of the Officer **(in BLOCK letters)**	:	
Employee ID	:	
Designation	:	Assistant Audit Officer
Mobile Number linked with Aadhar	:	
Mobile number with Whatsapp	:	
Official email ID	:	
Date of joining service	:	
Date of appointment as SO/AAO	:	

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 the officer :