

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

No. C. Cell/APAR/Sparrow/2020/

Dated: 11.11.2020

CIRCULAR NO. 41

- Sub:** Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application in respect of Senior Administrative officers/Senior Audit Officers/Senior Accounts Officers (Sr.AOs) in IA&AD – reg.
- Ref:** Headquarters office circular letter No. 49 – Staff (Disc.-I)/2020 dated issued in No.204-Staff (Disc.-I)/2020 dated 06.11.2020.

Headquarters office as per circular letter dated 06.11.2020 has stated that it has been decided to introduce online recording of Annual Performance Appraisal Report (APAR) on ‘SPARROW’ (Smart Performance Appraisal Report Recording Online Window) application in respect of Senior Administrative Officers, Senior Audit Officers and Senior Accounts Officers in IA&AD beginning with the APAR reporting for the year 2020-21.

All Senior Audit Officers (Sr. AOs), under the cadre controlling of Accountant General (Audit – I) Kerala, are directed to submit the details as per the proforma enclosed, for forwarding the same to Headquarters office. All Sr. AOs are also directed to create Name based e-mail ID in consultation with the IT Support Cell. All Sr. AOs are also advised to link their Aadhar to their mobile number provided in the proforma.

The completed proforma should reach Sr. Audit Officer, C.Cell, O/o Accountant General (Audit – I) **on or before 25.11.2020**

(As per order dated 10.11.2020 of Accountant General)

Sd/-

Sr. Deputy Accountant General (Admn.)

To

All Group Officers

All Senior Audit Officers.

IT Support Cell

Official website

Notice Board.

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

PROFORMA FOR DETAILS RELATING TO SPARROW

(For the period from 01.04.2020 to 30.09.2020)

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.)	:	
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 e-mail ID	:	
Period of absence from duty (on leave, training etc.) during April 2020 to September 2020 year. If she/he has undergone training please specify Period of absence from duty (on leave, training etc.) during the year. If she/he has undergone training please specify	:	

Place:

Name of the officer:

Date:

Signature of the officer: