

प्रधान महालेखाकार (ले.प.- 1) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I), KERALA,
THIRUVANANTHAPURAM

No. C. Cell/Audit-I/APAR/Sparrow/2020-21/

Dated: 23.02.2021

CIRCULAR NO. 75

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.

Headquarters office as per circular letter dated 06.11.2020 has informed 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. Headquarters office has also given the detailed instructions on the implementation of the SPARROW.

The details of all Sr. Audit Officers were collected as per circular No.41 dated 11.11.2020. On verification it was found that the Official e-mail ID of some officers were not correct and some officers were not aware whether their mobile number has been linked with Aadhar. Also some officers who linked the phone number with Aadhar have later changed their phone numbers.

Hence all Senior Audit Officers (Sr. AOs), under the cadre control of Principal Accountant General (Audit – I) Kerala, are once again directed to verify the following and submit an undertaking in the prescribed proforma to Sr. Audit Officer, C.Cell, O/o Principal Accountant General (Audit – I)/ Sr. Audit Officer, C.Cell, O/o Principal Accountant General (Audit – II) **on or before 15.03.2021**. This is to be given top priority as APARs would only be online for Sr. AOs henceforth.

1. All Sr. AOs should ensure from UIDAI website that their mobile number is linked to Aadhar card. The verification can be done from UIDAI website - **My Aadhaar/Aadhaar Services/Verify Email/Mobile Number - Check your Email/ Mobile Number in Aadhaar**. In case the mobile number is not seen linked with Aadhar, it should be done immediately and the mobile number intimated to C.Cell. 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.
2. 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 are to contact IT Support Cell immediately and rectify the problem.

3. Furnish the details of the Reporting officer and Reviewing Officer along with the period of Reporting/Review for the reporting period 01.04.2020 to 31.03.2021. (Proforma attached).

Without the linking of the telephone number to Aadhar and without an active CAG/NIC e-mail ID, the APAR (starting from 2020-2021) cannot be generated in SPARROW. Since processing of APAR is a time bound process, the instructions may be complied with giving it **TOP PRIORITY**.

An advance scanned copy of the completed proforma may be forwarded to **admin.ker1.au@cag.gov.in**, followed by the original signed in ink.

(As per order dated 22.02.2021 of Principal Accountant General Audit – I))



Sr. Deputy Accountant General (Admn.)

To

All Group Officers

All Senior Audit Officers

IT Support Cell

Official website

Officers posted in field parties may be informed by the Sr. AO (Hqrs.) of respective wing.

Notice Board.

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PROFORMA FOR DETAILS RELATING TO SPARROW

(For the period from 01.04.2020 to 31.03.2021)

Name of the Officer (in capital letters)	:	
Employee ID	:	
Designation	:	
Official e-mail ID (CAG/NIC)	:	
Mobile Number linked with Aadhar	:	

Details of the Reporting Officer/Reviewing Officer

Sl. No.	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 card.

Place:

Signature:

Date:

Name of officer