



प्रधानमहालेखाकार (लेखापरीक्षा) का कार्यालय, आंध्रप्रदेश, हैदराबाद- 500 004  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit),  
ANDHRA PRADESH, HYDERABAD-500 004

No.PAG(Audit)/AP/Admn-II/Legal/APAR/F-8/CAG/2021-22

Date: 15.06.2021

CIRCULAR

**Sub: Introduction of SPARROW for Sr. AOs -Reg .**

\* \* \*

It is hereby informed that online recording of Annual Performance Appraisal Report (APAR) on 'SPARROW' (Smart Performance Appraisal Report Recording Online Window) application, in respect of Sr. AOs in IA&AD, has been rolled out, beginning with the APAR Reporting Year 2020-21.

In this regard, the APARs of all the Sr. AOs working under the cadre control of the O/o AG (Au) AP and the Commercial cadre Sr.AOs working in the O/o AG (Au) AP have been generated and forwarded to the Sr.AOs online through PARICHAY (SPARROW Single Sign On) Platform. The following steps may be followed by the employees in order to access their APAR(s) and forward the self appraised APAR(s) to Reporting Authority.

1. Visit PARICHAY website using the link <https://sparrow-iaad.eoffice.gov.in> and login using the name based **NIC mail credentials** and an OTP sent to mobile.
2. Civil cadre Sr. AOs may click GCS-IAAD and Commercial cadre Sr. AOs may click GCS-IAAD-COMM.
3. Once logged in, the APAR(s) can be accessed in My PAR section
4. Click on the APAR ID and check for the correctness of "Basic Information". Any errors may first be communicated to Legal Cell/Admin-II and then be reported, if necessary, through "submit data error report".
5. After checking the basic information, Self appraisal part may be filled in. Documents, if any, related to details filled in the self appraisal, may be compiled as a single PDF and uploaded as "Reference upload".
6. Vis-a-Vis the para related to procurement on GeM (Govt e Marketplace) Portal, if the employee has not handled GeM portal, it may be stated as "Not applicable".
7. The self appraised APAR(s) may be sent to the Reporting Authority by e-signing using **eHastakshar** (by providing Aadhaar number and OTP received on Aadhar linked mobile number).

8. It is to be noted that the **last date for sending the self appraised report** to the Reporting Authority is **30<sup>th</sup> June 2021** after which, the APAR(s) will be **force forwarded**.
9. After recording his/her remarks, the Reporting Authority may forward the APAR to the Reviewing Authority latest by 31<sup>st</sup> July 2021, who will forward the completed APAR to Legal Section by 31<sup>st</sup> August 2021.

All the employees are advised to strictly adhere to the schedule and complete the Self Appraisal well before 30<sup>th</sup> June 2021 positively, so as to avoid any hassle in this process.

This circular issues with the approval of Sr. DAG/Admin.

  
15/6/2021  
Senior Audit Officer/Admin-II

**Copy to:**

SAO/ IS Wing, for circulation via NIC e-mail IDs and also uploading to the office website.  
Hindi Anubhag for translation to Hindi.