

Email
OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA
NEW DELHI-110 124

No. 410- Staff (Disc.-I)/11-2020

Dated: 30.03.2021

To

1. All Heads of Department in IA&AD
(having the cadre control of Sr. AOs in their offices)
2. Director General (Headquarters)
3. Director General (Commercial)

Subject: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application i.r.o. Sr. AOs in IA&AD-reg.

Sir/Madam,

As has been communicated vide this office letter dated 06.11.2020, it has been decided to implement e-Office SPARROW application for APAR of Sr. AOs from reporting year 2020-21. Based on data relating to Role Definition Template furnished by the Cadre Controlling offices, the login for filling up the information in Personal Information Management System (PIMS) shall be activated by NIC by the end of this month and desired login with detailed instructions in this regard shall be intimated to field offices in due course.

2. The concerned officials may be advised to login to their profiles. An NIC representative shall be available for interactive session with the representatives of IA&AD for whole day on 9th April 2021 for guidance and clarification of any doubt relating to the e-Office SPARROW application. The 1st session shall be held from 10 a.m. to 12.30 p. m. in which one representative each from Cadre Controlling A&E offices and Railway Audit offices shall be given an opportunity to interact with NIC representative. In the 2nd session to be held from 2.30 p.m. to 5 p. m., one representative each from rest of the Cadre Controlling Audit offices including representative from Headquarters and NAAA shall have the opportunity for interaction with NIC representative. The session shall be held through Google Meet. The link for the meet shall be shared in due course of time with Cadre Controlling Offices.

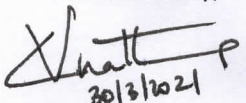
3. The office will be able to generate the APAR for Sr. AOs on SPARROW for the reporting year 2020-21 from 15th April, 2021. It may be ensured that APAR of Sr. AOs may be recorded only on SPARROW.

4. Since the APARs for the Sr. AOs would be generated on 15th April, 2021, the timeline for completion of the process for the reporting year 2020-21, shall be as following

Activity	latest by
Self-reporting by the Sr.AO	30 th April, 2021
appraisal by the Reporting Officer	15 th July, 2021
Appraisal by the Reviewing Officer	15 th August, 2021
Communication of APAR to the reported officer	15 th September, 2021

5. It may be ensured that the timelines are be strictly adhered to.

Yours faithfully,


30/3/2021

(V. S. Venkatanathan)

Assistant Comptroller & Auditor General (N)