

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

No. C. Cell/Audit-I/APAR/Sparrow/2021-22/

Dated: 03.05.2022

**CIRCULAR NO. 10**

**Sub:-** Implementation of (SPARROW) application in respect of Senior Audit Officers (Commercial) posted in the O/o the Principal Accountant General (Audit – I), Kerala – reg.

Blank Performance Appraisal Reports (PAR) for the reporting year 2021-22 in respect of all Senior Audit Officers (Commercial) posted in the O/o the Principal Accountant General (Audit – I), Kerala have been generated in SPARROW application.

The timeline for recording APAR on SPARROW platform is as follows.

<b>Sl. No.</b>	<b>Activity</b>	<b>Date by which to be completed</b>
1.	Submission of Self appraisal to Reporting Officer	15 <sup>th</sup> May 2022
2.	Submission of report by Reporting Officer to Reviewing Officer	20 <sup>th</sup> July 2022
3.	Report to be completed by Reviewing Officer and to be sent to APAR Cell/Accepting Authority	20 <sup>th</sup> August 2022

The above timeline for recording of APAR may strictly be adhered to. As per the extant instructions, if the Officer Reported Upon fails to complete the self-appraisal and transmit to the Reporting Authority concerned by the due date, the blank PAR is liable to be force forwarded to the Reporting Authority, in which case the PAR will be processed without the self-appraisal.

(As per order dated 29.04.2022 of Principal Accountant General)

Sd/-

Senior Deputy Accountant General (Admn.)

To

All Senior Audit Officers (Commercial) posted in the O/o PAG (Audit – I), Kerala