



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA, BHUBANESWAR.**

CIRCULAR

Sub: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application in respect of Group 'B' Officers/Officials in IA&AD.

Pursuant to Headquarters office Circular No. 31-Staff(Disc.I)/2022 and Letter No. 160-Staff.(Disc.I)/10-2022 dated 26.09.2022 on the subject cited above, 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 Group 'B' Officers/Officials in IA&AD.

For smooth implementation of the aforesaid project, the following activities in respect of Group "B" Officers/Officials in IA&AD must be ensured by Controlling Sr.AO:

- i) Name based NIC e-mail IDs created for all the Group 'B' Officers/Officials.
- ii) Group 'B' Officer/Officials also advised to link their Aadhar to their mobile number.
- iii) A data base PIMS (Personal Information Management System) may be created/prepared in MS-excel sheet as per the enclosed proforma.

It is, therefore, requested the Group Controlling Section/Sr. AOs of this Office and Puri Office to furnish the data required in MS Excel Sheet as per the proforma enclosed with soft copy by 16.10.2022 for compilation and onward transmission to Headquarters Office.

In case of any assistance, you may contact EDP Cell.

Sd/-

(Kishore Reddy Polu)


Deputy Accountant General (Admin.)

Dated: 29.09.2022

Memo No. Admn-I-APARs/693

Copy forwarded for information to:

1. All Group Officers in Main Office/Puri Branch Office
2. All Sr. Accounts Officers in Main Office/Puri Branch Office, with a request to brought the circular to the notice of all the Group 'B' Officer/Official for necessary compliance.
3. BO, TM/PM/FM/IAD/WME, Puri
4. Sr. PS to Pr.AG/ PAG's Secretariat
5. Notice Board
6. Hindi Officer/Hindi Cell
7. Website (EDP)


(P. Chitti Babu)

Sr. Accounts Officer (Admn.)

