

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

No. C. Cell/Audit I/Sparrow/Gr.B/2022/

Dated: 03.10.2022

**CIRCULAR NO.44**

**Sub:** Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application in respect of all the Group 'B' officers/officials in IA&AD – reg.

**Ref:** Headquarters office circular letter No. 31/Staff (Disc-I)/2022 in No.160/Staff (Disc.-I)/10-2022 dated 26.09.2022.

Headquarters office as per circular letter dated 26.09.2022 has stated that in order to see the feasibility of implementation of SPARROW application for all Group 'B' officers/officials of IA&AD, the following activity is required to be undertaken by all field offices at the earliest.

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

All Group 'B' officers/officials, under the cadre controlling of Principal Accountant General (Audit I) Kerala, are directed to submit the details as per the proforma (**Annexure**) enclosed, for forwarding the same to Headquarters office.

All Group 'B' officers/officials are also directed to create their Name based e-mail ID in consultation with the IT Support Cell. Further, all Group 'B' officers/officials are advised to link their Aadhar to their mobile number provided in the proforma.

A copy of the completed proforma may be forwarded to any of the following e-mail addresses.

1. **admin.ker1.au@cag.gov.in**
2. **ccell1.ker.au@cag.gov.in**
3. **ccellersa.ker.au@cag.gov.in**

The completed proforma should reach Sr. Audit Officer, C.Cell, O/o Principal Accountant General (Audit – I) **on or before 10.10.2022**

(As per order dated 30.09.2022 of Principal Accountant General)

Sd/-

**Sr. Deputy Accountant General (Admn.)**

To

All Group Officers  
All Senior Audit Officers. All Group 'B' Officers  
Sr. Audit Officers, OE, Branch Offices at Kochi and Thrissur.  
IT Support Cell.  
Official website  
Notice Board.

**ANNEXURE**

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

**PROFORMA FOR DETAILS RELATING TO SPARROW**

(For the period from 01.04.2022)

Name of the Officer (in Block letters)	:	
Employee ID	:	
Designation	:	
Father's Name	:	
Date of Birth	:	
Nationality	:	
Religion	:	
Category (SC, ST, OBC, General)	:	
Service (Total no : of years of Service)	:	
Educational qualifications including Professional and technical qualifications	:	
Departmental Examination passed i.e. SOGA (Civil, Commercial, Railway P&T, Revenue Audit, CPD etc.)	:	
Date of continuous appointment to the present grade	:	
Present Post and date of appointment thereto	:	

Mobile Number	:	
Whether Aadhar linked with Mobile Number	:	YES/NO
Name based official e-mail ID (CAG email ID)	:	
Period of absence from duty (on leave, training etc.) during the year. If she/he has undergone training please specify.	:	
Details of Reporting Officer/ Reviewing Officer with period.		
Period of Report		Name of Reporting Officer and Reviewing Officer
From	to	

It is certified that I have linked the above mentioned mobile number with my Aadhar Number.

Place:

Name of the officer:

Date:

Signature of the officer: