

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),  
ODISHA: BHUBANESWAR.**

**C I R C U L A R**

Sub: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application in respect of Sr. AOs (Civil/Commercial) during the reporting year 2024-25 in IA & AD

In pursuance of Headquarters office Circular No.49-Staff (Disc-I0/2020 under letter No. 204-Staff (Disc-i)/11-2020 dated 06.11.2020, APARs for the reporting year 2024-25 of Sr. Audit Officers are to be generated online under SPARROW application. Accordingly, as directed in the mentioned circular, all the *new promoted Senior Audit Officers (Civil/Commercial) and the Senior Audit Officers who have not updated basic data in PIMS* deployed in the office of the Pr. Accountant General (Audit-I), Odisha/Accountant General (Audit-II), Odisha/Director General of Audit (Central), Hyderabad, Branch: Bhubaneswar are hereby advised to create his/her *name based e-mail ID in NIC* as well as to *link their Mobile Number with Aadhar* initially. Thereafter they are to submit the requisite information (*as per Service Records*) in the enclosed proforma (Annexure-I) to the Branch Officer in-charge of respective Administration *latest by 31<sup>st</sup> January 2025* duly authenticated by him/her for further *counter signature* of correctness of the information and transmission of the same to the Group Officer in-charge of Administration of the office of the Pr. Accountant General (Audit-I), Odisha *latest by 15.02.2025*.

This may be given top priority.

Encl: Annexure-I

Sd/-  
Deputy Accountant General/Admn

Memo No. Admn (Au-I)/Conf. Cell/26/2024-25/218

Date:13.01.2025

Copy for kind information and necessary action forwarded to:-

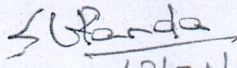
1. The Secretary to the Pr. AG (Audit-I), Odisha, Bhubaneswar.
2. The Secretary to the AG (Audit-II), Odisha, Bhubaneswar.
3. The PS I/c to the Pr. AG (Audit-I), Odisha, Bhubaneswar.
4. The Sr. PS to the AG (Audit-II), Odisha, Bhubaneswar.
5. The DAG/Admn, DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, DAG/AMG-V, O/o the Pr. AG (Audit-I), Odisha, Bhubaneswar.



6. The DAG/Admn, DAG/AMG-I, DAG/AMG-II, Branch: Puri, DAG/AMG-III, O/o the AG (Audit-II), Odisha, Bhubaneswar.
7. The Sr. AO/Admn, O/o the Pr. AG (Audit-I), Odisha, Bhubaneswar is requested to complete the aforesaid activities and send a completion report in in the prescribed format (Annexure-I) latest by *31<sup>st</sup> January 2025*.
8. The Sr. AO/Admn, O/o the AG (Audit-II), Odisha, Bhubaneswar is requested to complete the aforesaid activities and send a completion report in in the prescribed format (Annexure-I) latest by *31<sup>st</sup> January 2025*.
9. The Sr. AO/Admn, O/o the PD of Audit (CRA), Hyderabad, Branch: Bhubaneswar is requested to complete the aforesaid activities and send a completion report in in the prescribed format (Annexure-I) latest by *31<sup>st</sup> January 2025*.
10. The Sr. AO/AAO I/c of the following sections of the O/o the Pr. AG (Audit-I), Odisha.

Admn	DA & RC	AMG-I (Coord.)	AMG-II (Coord.)
AMG-III (Coord.)	AMG-IV (Coord.)	AMG-V (Coord.)	

11. Notice Board.

  
13/01/2025  
Sr. Audit Officer/Conf. Cell



**ANNEXURE-I**

**PERSONAL DATA OF EMPLOYEE**

1	Name of the Officer (in capital letter)	:	
2	Employee I.D.	:	
3	Designation	:	
4	Whether the Officer belongs to Scheduled Caste/Scheduled Tribe?	:	
5	Date of Birth	:	
6	Educational qualifications including Professional and technical qualifications.	:	
7	Departmental Examination passed i.e. SOGE (Civil, Commercial, Railway, P & T, Revenue Audit etc.).	:	
8	Date of continuous appointment to the present grade.	:	
9	Present Post and date of appointment thereto.	:	
10	Period of absence from duty (on leave, training etc.) during April 2024 to December 2024. If he/she has undergone training, please specify.	:	
11	Name based e-mail ID in NIC	:	
12	Mobile No. duly linked with Aadhar	:	

***NB: All the above information may please be Word Processed.***

I hereby authenticate the correctness of the above information.

Signature with date: -----

Full Name of the Officer: -----

Counter signature with date & seal of the concerned  
Branch Officer in-charge of Administration