

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

No. C. Cell/Audit-I/APAR/Sparrow/2024-25/

Dated: 13.02.2025

CIRCULAR NO. 83

Sub: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application in respect of Senior Audit Officers (Sr. AOs) in IA&AD – reg.

APAR in respect of Senior Audit Officers are being generated in SPARROW application from the Reporting year 2020-21 onwards.

As per schedule annexed to DoPT OM No.21011/1/205-Estt (A) Pt.II) dated 23.07.2009 the blank APARs are to be distributed by March of the Reporting year.

Hence, all Senior Audit Officers (Sr. AOs), under the cadre control of Accountant General (Audit – I) Kerala, are directed to submit following details in the prescribed proforma to Sr. Audit Officer, Admn. & C.Cell, O/o Accountant General (Audit – I)/ Sr. Audit Officer, Admn., O/o Principal Accountant General (Audit – II) **on or before 10.03.2025**, without fail.

1. Details of the Reporting officer and Reviewing Officer along with the period of Reporting/Review for the reporting period 01.04.2024 to 31.03.2025. (**Proforma - I** attached).
2. Those Sr. AOs repatriated from deputation and Sr. AO (Commercial) posted in O/o AG (Audit - I) who joined the O/o AG (Audit – I) during the reporting period are also directed to furnish the details as per **Proforma - II** for updating in PIMS
3. All newly promoted Sr. AOs (promoted after 01.04.2024) are also directed to furnish the details as per **Proforma - III** for updating in PIMS
4. All Sr. AOs should ensure that their mobile number (provided in the proforma) is linked with their Aadhar.

An advance scanned copy of the completed proforma may be forwarded to **ccell1.ker.au@cag.gov.in**, **admin.ker1.au@cag.gov.in**, **adminersa.ker.au@cag.gov.in** followed by the original signed in ink.

(Vide order dated 12.02.2025 of Accountant General)



Deputy Accountant General (Admn.)

To

All Senior Audit Officers
IT Support Cell for uploading in official website
Officers posted in field parties may be informed by the Sr. AO (Hqrs.) of respective wing.
Sr. Audit Officer, OE (Admn.), O/o the Director General of Audit (Central), Chennai, Branch, Kochi.
Notice Board.

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT - I), KERALA,
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PROFORMA – I

(DETAILS FOR GENERATING APAR IN SPARROW APPLICATION)

(For the period from 01.04.2024 to 31.03.2025)

Name of the Officer (in BLOCK letters)	:	
Employee ID	:	
Designation	:	
Mobile Number linked with Aadhar	:	
Official email ID	:	

Details of the Reporting Officer/Reviewing Officer

Sl. No.	Designation during reporting period	Period of Report		Name and Designation of Reporting Officer	Name and Designation of Reviewing Officer
		From	To		

It is certified that I have checked my official e-mail ID and found active. I have also checked and confirmed that the Mobile number provided above is linked with Aadhar.

Place:

Signature:

Date:

Name of officer

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PROFORMA – II

[For Sr. AOs repatriated from deputation and Sr. AO (Commercial) posted in O/o AG (Audit)
- I who joined the O/o AG (Audit –I) during the reporting period]

(For the period from 01.04.2024 to 31.03.2025)

Name of the Officer (in capital letters)	:	
Employee ID		
Designation	:	
Category (SC/ST/General)	:	
Date of Birth	:	
Educational qualifications including Professional and technical qualifications	:	
Departmental Examination passed i.e. SOGE (Civil, Commercial, Railway P&T, Revenue Audit, CPD etc.)	:	
Present Post and date of continuous appointment to the present grade	:	
Mobile Number	:	
Whether Aadhar linked with Mobile Number	:	YES/NO
Name based official e-mail ID (.....@cag.gov.in)	:	
Period of absence from duty (on leave) during 1 st April 2024 to 31 st March 2025.	:	
If she/he has undergone training, please specify details of training attended during the year.		

It is certified that I have checked my official e-mail ID and found active. I have also checked and confirmed that the Mobile number provided above is linked with Aadhar.

Place:

Signature of the officer:

Date:

Name of the officer:

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT I), KERALA,
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PROFORMA – III

FOR UPDATING PIMS AND GENERATING APAR IN SPARROW

Details relating to newly promoted Senior Audit Officers (promotions after 01.04.2024)

(For the period from 01.04.2024 to 31.03.2025)

Name of the Officer (in Block letters)	:	
Employee ID	:	
Designation	:	
Father's Name	:	
Date of Birth	:	
Nationality	:	
Religion	:	
Category (SC, ST, OBC, General)	:	
Date of joining IA&AD	:	
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 checked my official e-mail ID and found active. I have also checked and confirmed that the Mobile number provided above is linked with Aadhar.

Place:

Name of the officer:

Date:

Signature of the officer: