

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

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

Dated: 08.08.2025

**CIRCULAR NO. 47**

**Sub:** SPARROW application in respect of SAOs – Disclosure - reg.

The reporting and reviewing of the APARs (SPARROW) for the reporting year 2024-2025, in respect of Senior Audit Officers (SAOs) of Civil Cadre under the cadre control of Accountant General (Audit) I (including O/o Accountant General (Audit) II and O/o the Director General of Audit (Central), Chennai, Branch Office, Kochi) and those SAOs (Commercial) posted in O/o the AG (Audit-I), which are completed after reporting and reviewing are disclosed and are available in the Inbox of SPARROW application. Those APARs which are pending with reporting/reviewing officers will be disclosed immediately after its completion.

**The SAOs can either accept the APAR grading or those who wish to represent against any of the entries and the final grading may put up their representation.**

Headquarters office as per e-mail letter dated 08.08.2023 has intimated that the **Competent Authority** for representation against the grading/pen picture, adverse entry in APAR etc., in respect of **Sr. AOs (except Commercial cadre), is ADAI (Staff)**, at Headquarters office. Hence, representation of Sr. AOs (Civil), should be addressed to **ADAI (Staff)**.

As per Hqrs. Office circular letter No.123/CA-1/SPARRPW/73-2021 dated 24.01.2022, the representation in respect of **Sr. AOs (Commercial) is to be addressed to DAI (Commercial)**, at Headquarters office.

All the representations are to be made through offline mode through proper channel only. Hence, the representation, if any, on the matter against the grading/pen picture/adverse entry in APAR, etc., may be addressed to **Competent Authority** concerned and be sent to the **Cadre Controlling Authority** for forwarding the same to Headquarters office.

As the prescribed period of making representation is 15 days from the date of disclosure, in case no representation is received **on or before 29.08.2025** and also if the grading is not accepted through SPARROW, it will be deemed that the report/review are accepted by the officer reported upon and all entries as well as **overall grading in the APAR will be treated as final and APAR will be force forwarded and closed.**

(As per order dated 08.08.2025 of Accountant General Audit I))



**Deputy Accountant General (Admn.)**

To

All Group Officers  
Senior Audit Officers (Civil) concerned, and those Sr. Audit Officers (Commercial)  
posted in the O/o AG (Audit I), Kerala  
IT Support Cell, Office website  
Notice Board.