

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

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

Dated: 08.10.2025

CIRCULAR NO. 54

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

Please refer to Circular No. 47 dated 11.08.2025 regarding the disclosure of APARs in SPARROW application.

APARs (for reporting year 2024-25) which were pending with the reporting and reviewing have now been completed and are disclosed to ORUs (Officers Reported Upon).

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 (manually) 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 25.10.2025** 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.**

It is also informed that the timeline for submitting representations on the APARs which were disclosed as per Circular No.47 have expired on 29.08.2025. Hence, no representations on these APARs will be accepted.

(As per order dated 07.10.2025 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.