



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय, असम, गुवाहाटी - 29

OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT), ASSAM

BELTOLA, GUWAHATI - 781 029

No. Conf/Audit/17

Date: 03.08.2021

Sub: Online APAR (SPARROW) in respect of Sr. Audit Officers for the Appraisal Year 2020-2021

With reference to the subject cited above, it is to inform that the online APARs have been generated and forwarded to all the Senior Audit Officers (Civil and Commercial) of this office as well as to the officers who are on deputation at the RTI, Shillong. The concerned officers are advised to visit the web link, i.e., <https://sparrow-iaad.eoffice.gov.in> and log in there with the same credentials used to access the official email and with the system generated One Time password (OTP) forwarded to the mobile number tagged with the official email id; for further needful in this regard. A copy of HQ's letter dated 02.08.2021 is also enclosed here with for necessary reference. Further, the revised time schedule as per the DoPT's OM dated 17.06.2021 in respect of APARs for the year 2020-2021 is as follows.

TIME-SCHEDULE FOR PREPARATION/COMPLETION OF APAR (APPRAISAL YEAR 2020-2021)		
Sl. No.	ACTIVITY	Date by which to be completed as per stated OM.
1	Submission of self-appraisal to Reporting officer by officer to be reported upon (Where applicable)	31 st August, 2021
2.	Submission of report by Reporting officer to reviewing officer.	30 th September, 2021
3.	Report to be completed by Reviewing officer and to be sent to the Confidential Cell.	15 th November, 2021
4.	Disclosure to the official/Officer reported upon.	30 th November, 2021
5.	Receipt of representations, if any, on APAR.	15 days from the date of receipt of communication
6.	Forwarding of representations to the competent authority	31 st December, 2021
7.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation
8.	Communication of the decision of the competent authority on the representations by the Confidential Cell	Within 15 days of finalization of decision by competent authority
9.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st March, 2022

[Authority: DAG (Admn.)'s order dated 02.08.2021]

Sd/-

Sr. Audit Officer (Estt.)

Memo No. Conf/Audit/APAR/Circular/2-11/2021-22/179-185

Dated: 03.08.2021

Copy to:

1. Secretary to the Pr. Accountant General (Audit).
2. PA to All Group Officers.
3. Sr. AO (Admn.), Regional Training Institute, Shillong - 793003 - *for information and necessary action.*
4. All Branch Officers - *They are requested to bring the contents of this circular to the notice of all the concerned posted under their disposal.*
5. Sr. AO/ISW - *He is requested to upload this circular in the official website of the office.*
6. Main Notice Board.
7. Hindi cell for translation.

ADG
03/08/21
Sr. Audit Officer (Estt.)

E-mail

**OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA
NEW DELHI-110 124**

No. 512- Staff (Disc.-I)/11-2020

Dated: 02.08.2021

To,

1. All Heads of Department in IA&AD
2. Director General (Headquarters)
3. Director General (Commercial)

Subject: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) Application i.r.o. Sr. AOs in IA&AD-reg.

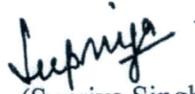
Sir/Madam,

It has been decided to implement e-Office Smart Performance Appraisal Report Recording Online Window (SPARROW) application for APAR of Sr. AOs from reporting year 2020-21 and onwards. Application has been made live by NIC on the URL; <https://Sparrow-iaad.eoffice.gov.in> and the same has been communicated to all the field offices having Cadre Control of Sr. AOs vide this office letter No. 438-Staff (Disc.-I)/11-2020 dated 05.05.2021. However, it has been reported that Sr. AOs and their Reporting/Reviewing officers are experiencing difficulties in accessing SPARROW (Online APAR).

2. In this connection, it is intimated that SPARROW (Online APAR) of Sr. AOs have been made live on distinct URL: <https://Sparrow-iaad.eoffice.gov.in>. Further, for facilitating easy access to SPARROW by Sr. AO and their Reporting/Reviewing Officers, a sub-link *online APAR-Sr. AOs* under link *Employee Corner* on the CAG of India website (<https://cag.gov.in/en>) has also been provided, through which Sr. AOs and their Reporting/Reviewing Officers can access SPARROW (online APAR) by login through their name based NIC email-ID.

3. It is reiterated that the SPARROW facility for Sr. AOs is distinct from other SPARROW facility available for Reporting/Reviewing Officers. Access to the online APARs of Sr. AOs would require separate login on the URL specified above.

Yours faithfully,


(Supriya Singh)

Assistant Comptroller & Auditor General (N)