

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
KERALA, THIRUVANANTHAPURAM

No. Sr.DAG(A)/C. Cell/APAR/Sparrow/2022-23/

Dated:31.03.2023

NOTE

Sub: Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) application - online APAR in respect of Senior Accounts Officers (Sr. AO) in IA &AD- APAR 2022-23-reg

Headquarters office, had introduced online recording of Annual Performance Appraisal Report (APAR) on 'SPARROW' (Smart Performance Appraisal Report Recording Online Window) application in respect of Senior Accounts Officers in IA &AD beginning with the APAR reporting for the year 2020-21.

Accordingly, APARs in respect of all Sr. AOs for the year 2022-23 have been generated and uploaded to the officers concerned.

Before login, please ensure that the official e mail is active and that Aadhar is linked to the active mobile number. Further, at the starting time of filling up the Self-Appraisal part, the Sr AO concerned shall keep him/her Aadhaar Card with him/her as the Aadhaar number is required for sending the APAR to the Reporting Officer after completing the Self-Appraisal. As instructed by Headquarters Circular dated 10.05.2022 read with this office welfare section issued circular dated 27.03.2023(Copy enclosed). Senior Accounts officers of age 40 years and above are required to upload (in Pdf files with 3mb maximum size) the summary of the Medical Report in Annexure III of the said Circular in section-I of APAR. If there is any difficulty in accessing the e-mail, please contact IT Support Cell immediately and rectify the problem.

STEPS TO BE FOLLOWED FOR FILLING THE SELF APPRAISAL IN 'SPARROW'.

1. Login to <https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWIAAD>
2. Enter official e mail ID (USER NAME) and Password – click 'Next' – click 'OTP on Mobile' – click 'Next' - Type OTP - click 'Next' click 'GCS-IAAD' - click 'OK'. Your page in the 'SPARROW' will open and the number of APARs uploaded will be displayed on the screen – On clicking on the 'APAR ID number', your relevant APAR will be displayed on the screen.
3. There are two parts in the APAR form.
 - I. 'Basic information': click to view the basis information. Check whether the entries are correct.
 - II. 'Self-Appraisal': click to fill the APAR

After filling all the blank cells, in the bottom of the page, upload the summary of the medical Report in Annexure III in the link provided for "Reference upload".

After completing the Self-Appraisal, click 'draft' and verify whether the entries are correctly made. After ensuring that the entries are made correctly, click 'Send to Reporting Authority' button to send the Self-Appraisal to the Reporting Authority (GROUP OFFICER). As the name of the Reporting Officer has already been entered, there is no need to type the name of the Reporting Authority.

A confirmation window appears. Click on 'OK' button.


A new window opens. You will see two options in the new window. 1.DSC 2.e-Hastakshar. Click e-Hastakshar. Enter your Aadhaar Number and OTP.

A message will come 'Sent successfully to.....'

The last date for sending the duly filled APAR to the Reporting Authority is 15.04.2023. However, Sr. AOs are requested to fill the Self-Appraisal and upload the APAR to the Reporting Authority as early as possible.

For better performance, Sr. AOs are requested to carry out the steps mentioned above in the Laptop or PC. Avoid filling APAR in the mobile.

Kindly note that if the Self-Appraisal is not sent to the Reporting Authority within the time limit prescribed by Headquarters Office, as per the extant instructions issued by Headquarters Office in this regard, Confidential Cell will be constrained to 'force forward' the APAR to the Reporting Authority without the Self-Appraisal of the Officer reported upon.



Sr. Deputy Accountant General (Admn.)

To

1. All Group Officers in Main Office and Branch Offices; they are requested to fill the respective part in the APARs of SrAOs and send the same to the Reviewing Authority (PAG) by 30.06.2023.
2. Secretary to the Principal Accountant General
3. All Senior Accounts Officers in Main Office and Branch Offices ; they are requested to complete their Self-Appraisal part and forward to the respective Reporting Officer by 15.04.2023.
4. IT Support Cell; this Note may please be sent by e.mail to all Sr.AOs in Main Office and Branch Offices.
5. Official Website
6. Notice Board.

प्रधान महालेखाकारों का कार्यालय, बंगलूर, किरगलपुत्रम

OFFICES OF THE PRINCIPAL ACCOUNTANTS GENERAL, KERALA
THIRUVANANTHAPURAM

कल्याण/ए ऐड ई/स्वास्थ्य जांच/2023
Welfare/A&E/Health Checkup/2023

दिनांक 27.03.2023.
Dtd. 27.03.2023.

परिपत्र/CIRCULAR

विषय/Sub: Annual Health Check up for Group A Officers of age 40 years and above.

- संदर्भ/Ref: 1 Hqrs. Office letter no 3263/GE-1/Annual Health Checkup 79-2009 dated 24.07.2015.
2. DOPT OM no. 21011/1/2009-Estt(A)-Part dated 01.02.2012.
3. HQrs Circular No. 03/Staff (Aptt-V)/86-2021 (Letter No. 166/staff (Apptt-V)/86-2021) dated 10.05.2022.

Government of India has introduced Annual Medical Examination for Group-A Officers of Central Civil Services of age 40 years and above at the approved rates of Rs. 2,000/- for men and Rs.2,200/- for women Officers, vide OM 2nd cited. Headquarters Office has endorsed the OM and has directed to bring the same to the notice of all Group A Officers of this office for compliance. The regime of medical tests undertaken as part of the Annual Medical Examination is given in Annexure I. As per para 4 of the OM, the summary of the Medical Report (Annexure III) has to be attached to the APAR of the Officer concerned.

M/s SK Hospital, Edappazhinji, Thiruvananthapuram have agreed to conduct the annual health check up of Group A Officers as envisaged in the OM referred above. The Officers willing to undergo the said medical examination at S. K. Hospital may contact SK Hospital Customer Care (Tel No.0471 2944444). Only five officers will get appointment on each day.

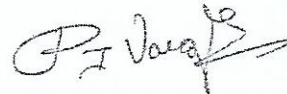
PTO

All Group A Officers of age 40 and above may undertake the Annual Medical Examination and attach the summary of the Medical Report in the Form enclosed as Annexure III of DOPT OM dated 01.02.2012, with their respective APARs.

The tests and investigations will be conducted from Monday to Friday every week. In addition, to the package rates an amount of Rs.500/- would have to be paid for TMT/ECHO test, in case this test is undertaken.

{Vide orders of PAG dt 27.03.2023}.

- Encl: 1. Annexure I (List of tests to be undertaken)
2. Annexure III (Form of Summary of Medical Report to be attached to APAR)



Sr Accounts Officer/Welfare (A&E)

To

1. Secretary to PAG(A&E)
2. All Group Officers.
3. All Branch Officers.
4. Sr. AO/Admin., A&E
5. Sr. AO(E&C), A&E
6. C. Cell, A&E
7. Welfare Section (Audit)
8. Branch Offices @ TSR, KDE, EKM & KTM.

PROFORMA FOR HEALTH CHECK UP FOR GROUP A OFFICERS

Name:

Age: Sex: M/F

Marital Status: Married Unmarried

Residential Address:

Tele Contact:

Email Id:

Office Address:

Blood Group:

History of Known Illness

Raised BP- Yes No if yes- On regular treatment – Yes No

DM- Yes No if yes- On regular treatment – Yes No

IHD- Yes No if yes- On regular treatment – Yes No

Stroke-- Yes No if yes- On regular treatment – Yes No

Kidney diseases

Chronic Renal Failure- Yes No if yes- On regular treatment – Yes No

Any history of surgery or prolonged hospitalization (more than Two Weeks)

Yes No if yes reasons thereof.

Any history of loss appetite— Yes No

Any history of loss of weight- Yes No

Any history of altered bowel habit- Yes No

Any history of chewing tobacco- Yes No

Family History of: DM HT Obesity

Premature CAD- Yes/No

Malignancy Yes/No

Stroke Yes/No

TB Yes/No

Glaucoma and Premature cataract- Yes/No

Smoker- Yes/No if yes Number per day

Ex smoker- years of smoking Years of quitting smoking

Vegetarian- Yes/No Non Vegetarian - Yes/No

Pan Masala- Yes/No

Alcohol - Yes/No If regular, quantity in ml per day

Regular Exercise - Yes/No

Nature of Exercise Walking

Jogging

Cycling

Swimming

ANNEXURE-I

- 3 -

INVESTIGATION REPORTSTests for Group 'A' Officers

1.	<u>Haemogram</u> (i) Haemoglobin (ii) TLC (iii) DLC (a) Polymorphs (b) Lymphocytes (c) Eosinophils (d) Basophils (e) Monocytes (iv) Peripheral Smear
2.	<u>Urine Examination</u> (i) Colour (ii) Albumin (iii) Sugar (iv) Microscopic Exam.
3.	<u>Blood Sugar</u> (i) Fasting (ii) Post-Prandial
4.	<u>Lipid Profile.</u> (i) Total Cholesterol (ii) HDL Cholesterol (iii) LDL Cholesterol (iv) VLDL Cholesterol (v) Triglycerides
5.	<u>Liver Function Tests</u> (i) S. Bilirubin (Total) (ii) S. Bilirubin (Direct) (iii) S.G.O.T. (iv) S.G.P.T.
6.	<u>Kidney Function Tests</u> (i) Blood Urea (ii) S. Creatinine (iii) S. Uric Acid

Contd..

7.	<p><u>Cardiac Profile</u></p> <p>(i) S.LDH (ii) CK-MB (iii) S.CRP (iv) SGOT</p> <p><u>For Men</u></p> <p>(v) PSA</p> <p><u>For Women</u></p> <p>(vi) PAP SMEAR</p>
8.	X-Ray-Chest PA View Report
9.	ECG Report
10.	USG Abdomen Report
11.	TMT Report
12.	Mammography Report (Women)

Gynecological Health Check UP

1	<p>Pelvic Examination</p> <p>(i) Local Examination (ii) Per Vaginum (P/V) (iii) Per Speculum</p>
	Surgical Examination
	Breast Examination
	Urological Examination (For Men only)
	Rectal Examination (For Men only)

Systemic Examination

1.	Resp System
2.	CVS
3.	Abdomen
4.	CNS
5.	Locomotor System
6.	Dental Examination

Contd....

C/130

Eye Examination

1.	Distant Vision
2.	Vision with Glasses
3.	Colour Vision
4.	Tonometry
5.	Fundus Examination

ENT

1.	Oral Cavity
2.	Nose
3.	Throat
4.	Larynx

Contd.....

C/128

1/3/18

ANNEXURE-III

SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO APAR)

1.	Overall Health of the officer	
2.	Any other remarks based on the Health Medical Check- up of the officer	
3.	Health profile grading	

Date:

Signature of Medical Authority
Designation

Contd.....