I/510630/2022

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व *विभाग* DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX AND CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: **concxcochin@live.in** Fax: 0484-2390608 Phone: 0484-2396654

GEXCOM/II/(9)/3/2020-VIG **दिनांक/Date:02.03.2022**

To

The Deputy/Assistant Commissioner,
Central Tax & Central Excise
Division, Ernakulam / Kakkanad / Aluva / Thrissur /
Chalakudy/Perumbavoor /Idukki.

Sir,

Sub: Online writing of APARs in SPARROW-CBIC for Group 'B' & 'C' officers and "Other than IRS (C&CE) Group 'A' officers" for the year 2021-22 – Reg.

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As per the guidelines regarding time schedule for preparation/completion of APAR, it is required to create the workflow online through SPARROW web portal for the year 2021-22 in respect of all officers/staff. It is, therefore, requested that the particulars in respect of all officers/staff including Havaldars and MTS under your charge and the officers who have gone on long leave/training/foreign assignment, may be furnished in the enclosed proforma so as to reach this office on or before **10.03.2022.**

The details of newly appointed officers, who are yet to be mapped in **SPARROW-CBIC ,** if any, may be sent in the enclosed 'Annexure-I' and the details of the officers for whom gov.in/nic.in email ID have not been created, may be furnished in the enclosed 'Annexure-II' for onward transmission to DGHRD, New Delhi.

It may also be **ensured that all the officers have linked their functional mobile numbers with their Aadhaar,** for esign in SPARROW, without which it won't be possible to file APAR online.

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Further, while forwarding the proforma, it may also be **ensured that all Group 'B' & 'C' officers as per the pay bill for the month of February 2022 have submitted their proforma.**

This may be treated as **'Most Urgent'.**

Encl : As above

भवदीय / Yours faithfully,

Signed by S Suresh
Date: 02-03-2022 17:34:00

(एस. सुरेष / S. Suresh)
सहायक आयुक्त /Assistant Commissioner
(P&V)

Copy to : **All Section Heads, Central Tax & Central Excise Hqrs. Office, Kochi to furnish the data in respect of all Group'B' and 'C' officers as stated above to Vigilance section.**

The Superintendent (Systems), Kochi (to upload in the website)

PROFORMA

1.	**Name of the officer**	
2.	**Mobile Number**	
3.	**Office(s) during the period of APAR** (from 01.04.2021-31.03.2022	
4.	**Date of Birth**	
5.	**Present Grade / Post**	
6.	**Date of appointment to the present grade / post**	
7.	Employee **Code** (as shown in SPARROW CBIC)	

8. Reporting and Reviewing Authorities

Authority	Name &Designation	Employee code	Period worked	
			From date	To date
Reporting Authority				
Reviewing Authority				

9. Period of absence on leave, etc

On Leave	Period from	Period to	Type	Remarks
..... days				

10. Training programs attended

Period from	Period to	Institute	Subject

11. Awards/Honours –

12. Details of APARs of officers not written by the officer as Reporting Authority (wherever applicable) for the year 2020-21:

13. Date of filing the immovable property return (IPR) for the year ending December 2021 (as on 01.01.2022) -