भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चि क्षेत्र, COCHIN ZONE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cccochin@excise.nic.in Fax: 0484-2397614 Ph: 0484-2394100/0404

C No. IV/16/61/2017 CC (KZ)IVA **Date:03.03.2017**

To

The Principal Commissioner of Central Excise
Cochin/Audit

The Commissioner of Central Excise
Thiruvanthapuram/Calicut

The Principal Commissioner of Customs,
Custom House/ Customs, (Preventive) Cochin

The Commissioner of Appeals
Appeal-I/II/III

Madam/Sir,

Sub: **Online filing of APARs for IRS(C&C.E) officers of CBEC-reg**

Please find enclosed herewith the copy of letter F.No 28/1/BVS/HRD(HRM)/APAR/2017 dated 16/02/2017 received from Director General (HRD) , CBEC, New Delhi on the above subject.

2. It has been decided that from 01/04/2017, the Annual Performance Appraisal Report (APAR) has to be filed online by each officers of IRS(C&CE). It is clarified that it is mandatory to file the APAR for the year 2016-17 online and no manual filing of APAR shall be permitted.

3. In this context, for filing the APAR online, the officers have to access Sparrow by logging into https://sparrow-irs.eoffice.gov.in. The detailed instructions for filing the APAR online and the FAQs given in the Annexure A,B & C can be downloaded from the website of Cochin Central Excise Commissionerate www.cenexcisekochi.gov.in.

4. The detailed instruction regarding initiation of APAR in electronic environment and the timelines to follow is given under para 3 of the DG (HRD)'s letter cited above.

5. Therefore, for the successful implementation of on line filing of APAR the timeline given in the table below need to be strictly followed.

Time schedule for preparation of online APAR

Sl.no	Nature of Action	Date by which to be completed
1.	The Administrative officer of each formation shall furnish the complete details as required in Section I of the APAR duly signed /Verified [special care should be taken to ensure the correctness of the name & period supervision of the Reporting officer & Reviewing officer and these details are covering for the period from 1st April to 31st March]	**By 15th March to the PAR Manager/ Custodian**
2.	Based on the details submitted by the Administration Section, the PAR Manager shall ensure to create the work flow of all Group A officers of IRS(C&C.E) after logging into the sparrow [PAR manager has to create the work flow of all Group A officers working under his formation including officers on long leave/ training/ foreign assignments wherein appropriate work flow for NRC/Foreign assignment note is to be created.]	**Latest by 22nd March by PAR Manager**
3.	The work follow created by the PAR Manager will be automatically available with Custodian. The Custodian examine if the work flow created for APAR/NRC/ Foreign assignments is correct based on	**Custodian** should complete all details of Section I **by 30 th March and save** so that APAR can be generated and sent to officers reported upon

	the details given by the administrative section and if the work flow needs amendment, he/she should delete the work flow and create the new work flow. Care should be taken in filling Names & Correct period supervision of the Reporting officer & Reviewing officer in the table pertaining to the details of Reporting officer & Reviewing officer	electronically after e-signing on 31st March
4.	The PAR generated shall be available in the inbox of the officer reported upon who should complete the self appraisal in Section II in all respect and forward the same to Reporting officer after e-signing	By the **officer reported upon by 15th April** In case the officer does not forward the APAR timely, it will be force forwarded electronically by the Custodian/ Super Custodian to reporting officer for appraisal without resume
5.	Reporting officer shall appraise the officer reported upon in Section III of the APAR and complete all aspects and forward the APAR to the Reviewing Officer after e-signing	By **the Reporting officer by 30th June** In case the Reporting officer does not forward the APAR timely, it will be force forwarded electronically by the Custodian/ Super Custodian to Reviewing officer for Appraisal
6.	Reviewing officer shall appraise the officer reported upon in Section III for numerical grading and complete the section IV in of the APAR in all respects and forward the APAR to the Custodian after e-signing	By **Reviewing officer by 31st August** In case the Reviewing officer does not appraise the APAR timely, He will forfeit his right to review and the Custodian will proceed with disclosure to the officer.

7.	The Custodian shall disclose the completed APAR to the officer reported upon electronically	**Latest by 1st September**
8.	If the officer reported upon does not accept the APAR , he can represent to the referral Board online along with reference document in support of his representation	**Within 15 days of communication in 'MY PAR' Tab**

6. Help manual in the form of step to step guide for different roles has been uploaded on the home page of DGHRD website i.e dghrdcbec.gov.in

7. In case of problems being faced related to sparrow / APAR filling, the officers can send an e-mail giving details of the problems being faced to the help desk at e-mail; ID i.e help.sparrowcbec@gov.in or contact Helpdesk telephonically. The detail of the Help desk have been given on the home page of DGHRD website. The help desk shall revert within 24 hours to resolve the issue.

8. In this connection, this office will organize a familiarization programme on the subject. The date and venue for the session will be communicated later.

9. The instruction given in DG(HRD)'s letter should be followed strictly by all Group A IRS(C& CE) Officers .

10. In case any of the Custodians are on long leave/transferred out, the Alternate Custodian should take charge and finish the task in time.

11. Also if any PAR manager is on long leave/transferred out, the concern Commissioner should nominate any other officer of the same designation as the PAR Manager and the same should be intimated to this office, for assigning role of the PAR manager for that period to that officer.

Yours faithfully,

Encl: As above

(Y. C. S. SWAMY)
ADDITIONAL COMMISSIONER (CCO

Copy by name to:

1. Sri Amarnath Kesari, J.C (P&V) **Custodian Cochin Central Excise** ;
2. Smt Rani C.R Deputy Commissioner (P&V) **PAR Manager Cochin Central Excise;**
3. Sri B.G. Krishnan Deputy Commissioner (P&V) **Alternate Custodian Cochin Central Excise;**

4. Sri Shiv Pratap Singh J.C (P&V) **Custodian Calicut Central Excise;**
5. Sri Nidhin Lal E.S Assistant Commissioner **PAR Manager Calicut Central Excise;**
6. Smt Maya Krishnan Kutty Assistant Commissioner **AlternateCustodian Calicut Central Excise;**

7. Sri Pravin Chandra Joint .Commissioner **Custodian Cochin Audit** ;
8. Sri V.N Aravindan Assistant Commissioner **PAR Manager Cochin Audit ;**
9. K.S. Revi Assistant Commissioner **Alternate Custodian Cochin Audit**

10. Sri Senthil Nathan.S Joint .Commissioner **Custodian Trivandrum Central Excise;**
11. Smt M.Girija Assistant Commissioner **PAR Manager Trivandrum Central Excise;**
12. Smt S.Simi Assistant Commissioner **AlternateCustodian Trivandrum Central Excise;**

13. Sri S Anil Kumar Additional Commissioner **Custodian Custom House Cochin;**
14. Sri Aneish P Rajan Deputy Commissioner **PAR Manager Custom House Cochin;**
15. Smt Amreeta Titus Deputy Commissioner **AlternateCustodian Custom House Cochin;**

16. Sri S Anil Kumar Additional Commissioner **Custodian Custom(Preventive)Cochin;**
17. Smt. V.Shanthi Assistant Commissioner **PAR Manager Custom(Preventive)Cochin;**
18. Sri Ravi Ranjan Goswamy Assistant Commissioner **Alternate Custodian Custom(Preventive) Cochin**

19. Smt Rajeswari. R.Nair Deputy Commissioner **PAR Manager & Alternate Custodian(CCO office)** ;

Copy submitted to
The Systems in Charge Central Excise Cochin for uploading in website.

(Y. C. S. SWAMY)
ADDITIONAL COMMISSIONER (CCO)

Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Fax: 011-23748050
(www.dghrdcbec.gov.in)

F.No. 28/1/BVS/HRD(HRM)/APAR/2017/2209 Dated: 16.02.2017

To

The Principal Chief / Chief Commissioners of Customs and Central Excise (All)
The Principal Director/ Director Generals of Customs and Central Excise (All)
The Commissioner I/C of Directorates (All)
The Commissioner, Settlement Commission (All)
The Commissioner, CESTAT(All)
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Subject: Online writing of APARs for IRS(C&CE) officers of CBEC- reg.

It has been decided that w.e.f. 01.04.2017, the Annual Performance Appraisal Report (APAR) has to be filed online by each Group A officer of IRS (C&CE). It is clarified that it is mandatory to file the APAR for the year 2016-17 online and no manual filing of APAR shall be permitted.

2. For filing the APAR online, the officer has to access SPARROW by logging into **https://sparrow-irs.eoffice.gov.in**. The flow chart of APAR in electronic environment, general instructions for filing the APAR online and Frequently Asked Questions (FAQs) pertaining to problems faced in logging are annexed as Annexure A, B & C, respectively.

3. For initiation of APARs in the electronic environment, the PAR Manager and the Custodians have been appointed for each formation. The list of all formations and names of PAR Managers/Custodians is available on the main page of the DGHRD website. For successful implementation of online filing of APARs, following timelines should be strictly followed:

i. The Administration Section of each formation (Zone/Commissionerate /Directorate) shall furnish the complete details as required in Section-I of the APAR duly signed / verified by **15th March** to the PAR Manager and Custodian. Special care should be taken to ensure the correctness of the names & period of supervision by each of the Reporting & Reviewing officers and these details are covering for complete period from 1st April to 31st March. The correctness and completeness of this information is essential to decide the creation of APAR / NRC by the PAR Manager and Custodian. These details are to be sent in respect of all the Group A officers of IRS (C& CE) who are working in his formation as on date including for the officers who have gone on long leave / training / foreign assignment from his formation.

ii. Based on the details submitted by the Administration Section, the PAR Manager shall ensure to create the Workflow of all the Group 'A' officers of IRS (C& CE) after logging into the Sparrow latest **by 22nd March**. It is also clarified that he has to create the Work Flow in respect of all the Group A officers working under his formation including the officers on Long leave/Training /Foreign assignment wherein appropriate workflow for NRC /Foreign Assignment Note is to be created.

iii. The work flows created by the PAR Manager will be automatically available with the Custodian. The Custodian should carefully examine if the Work Flow created for APAR/NRC/Foreign Assignment is correct based on details given by Administration Section and if Work Flow needs amendment, he should delete the Work Flow and create the new Work Flow. The Custodian should complete all the details in Section-I latest by **30th March** and save it. Care should be taken in filling the name & correct period of supervision by Reporting & Reviewing officers in the table pertaining to details of the Reporting/Reviewing officers. The Custodian should complete the Section-I in respect of all the Group A officers of IRS (C& CE) in his formation and save it latest by 30th March so that the APAR can be generated and sent to the Officers Reported Upon electronically after e-signing on **31st March**.

iv. It will be the responsibility of the Custodian to ensure that the PAR is generated electronically in respect of all the Group A officers of IRS (C& CE) who are working in his formation as on date including for the officers who have gone on long leave / training / foreign assignment from his formation.

v. The PAR generated shall be available in the inbox of the Officer Reported Upon who should complete the Self-Appraisal in Section-II in all respects and forward the same to the Reporting Officer after e-signing by **15th April**. In case, the officer does not forward his APAR timely, it will be force forwarded electronically by the Custodian/Super Custodian to the Reporting Officer for appraisal without resume.

vi. The Reporting Officer shall appraise the officer reported upon in Section III of APAR, complete in all aspects and forward the APAR to the Reviewing Officer after e-signing by **30th June** positively. In case, the Reporting Officer does not forward the APAR timely to Reviewing Officer, it will be force forwarded by the Custodian/Super Custodian to the Reviewing Officer for appraisal.

vii. The Reviewing Officer shall appraise the officer reported upon in Section III of APAR for numerical grading and complete the Section IV in all respects and forward the APAR to the Custodian after e-signing by **31st August** positively. In case, the Reviewing Officer does not appraise the APAR timely, he will forfeit his right to review and the Custodian will proceed with the disclosure to the officer.

viii. The Custodian shall disclose the completed APAR to the Officer Reported Upon latest by **1st September** electronically. The officer reported upon may view the APAR and may either accept it or choose to represent. If he does not accept the APAR, he can represent to the Referral Board online along with any reference document in support of his representation within 15 days of communication in 'MY PAR' Tab.

ix. The representation shall reach the Custodian who shall forward it to the Competent Authority (Referral Board) electronically for disposal of representation. The Referral Board shall decide upon the representation and upload the order in the SPARROW which will then be communicated to the officer concerned by the Custodian.

4. Help Manual in form of step by step guide for different roles as Custodian, PAR Manager, Officer Reported Upon, Reporting Officer and Reviewing Officer has been uploaded on the homepage of DGHRD website i.e. dghrdcbec.gov.in which can be downloaded by the officer and which can be of great help.

5. In case of any problem being faced related to sparrow/APAR filing, the officers can send an e-mail giving details of problem being faced to the Helpdesk at e-mail ID i.e. ***help.sparrowcbec@gov.in*** or they can contact Helpdesk telephonically. The details of the Helpdesk have been given on the homepage of DGHRD website. The Help Desk shall revert within 24 hours to resolve the issue.

6. The above instructions should be followed strictly.

Yours faithfully,

16/2/2017

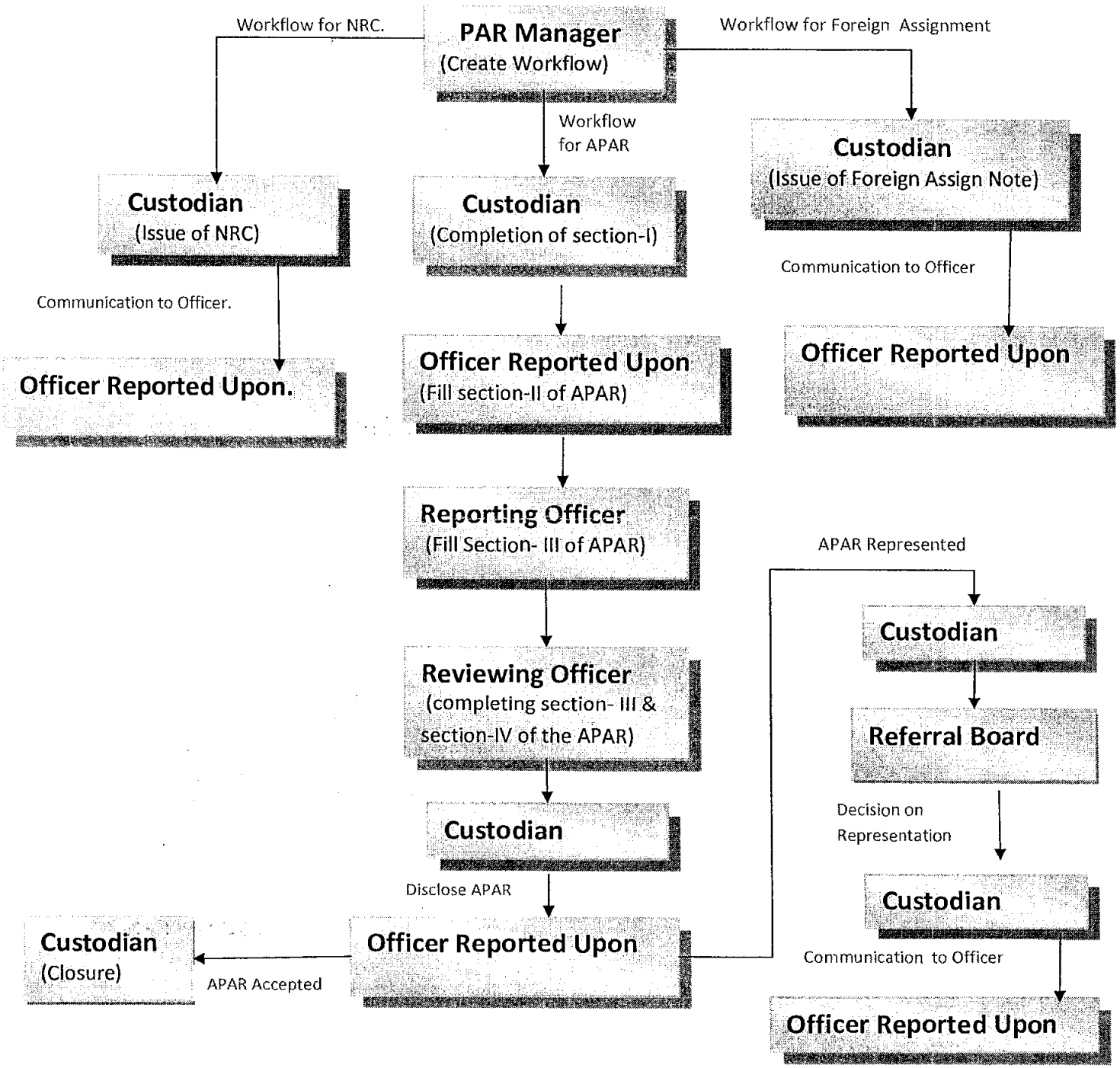
(Sunil Kumar Sawhney)

Director General, HRD

Encls: As above.

Annexure 'A'

Work Flow of APAR in SPARROW



Annexure 'B'

General Instructions for online writing of APAR in SPARROW.

1. Officers should open the url **https://sparrow-irs.eoffice.gov.in/** preferably in Mozilla browser. The software runs smoothly on Mozilla browser and thus it is recommended.
2. The "**SPARROW - Read Me**" window (given below) will open which will have two buttons namely Close and Continue marked in blue. The officer can click on any of the two buttons and the user will be directed to the login screen of the SPARROW.
3. The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".
4. The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is anish.upadhay@nic.in or anish.upadhay@gov.in, then, the user id will be anish.upadhyay.
5. The password for the application will be same as your NIC email ID password.
6. It is mandatory for all officers of CBEC to link their **Adhaar Number with the functional mobile number** for e-signing the APAR. A screen would appear where the officer has to enter Adhaar number and press Verify and update button. On pressing, an **OTP number** will be generated and sent to the registered mobile. Once this OTP number is fed, the Adhaar number will get verified and the SPARROW screen would open.
7. The officers of CBEC have been assigned various roles for smooth implementation of software. The roles are - PAR Manager, Custodian, Officer Reported Upon, Reporting and Reviewing Officers. Each role is explained in brief below-
8. The basic function of the **PAR Manger** is to define the work flow. The PAR Manager has to click the tab "**workflow**" on the left hand side the screen and then click **Create/ update** link. The officer can then

search the officer whose workflow is to be generated, using employee code. The PAR manager would then enter the Reporting Authority and Reviewing Authority by searching them using their employee codes and save the workflow.

9. After generation of workflow, the **Custodian** would generate APAR for the Officer Reported upon. Further Custodian would fill the Section-I of APAR with details like leaves taken, trainings attended etc and forward it to the Officer Reported Upon after e-signing based on OTP received on his linked mobile.
10. Further, the **Officer Reported Upon** would then write Section-II of APAR and would forward it to the Reporting Officer after e-signing.
11. The **Reporting Officer** would then fill Section-III of APAR and would give grades to the Officer Reported Upon after e-signing.
12. The **Reviewing Officer** would then update the numerical grading in tables of Section III and fill after e-signing, The Reviewing Officer would send APAR.
13. Custodian will then forward it to the Officer Reported Upon.
14. The Officer Reported Upon can either accept the APAR or can put the APAR for representation. In case the officer accepts the APAR, the APAR would go to Custodian for closure.
15. In case the Officer chooses the option for "Put for representation" the APAR would be sent to CUSTODIAN who will send it to the Referral Board. Further process will be done manually by Referral board. The Referral Board will upload the orders manually and will forward the same to Custodian who will communicate it to the Officer Reported Upon.

***

Annexure 'C'

FAQs| Issues encountered by officers in logging in.

1. How would I know my email ID for signing into SPARROW?

The NIC email id of the officers has been sent to the Nodal Officer already by email. However it can also be ascertained by visiting the sparrow website by going to **sparrow-irs.eoffice.gov.in**. A link at the home screen of Sparrow software (adjacent to Username option) is available wherein the officer can know his username by entering his Employee Code.

2. Can I search in Google or some other search engine to go to Sparrow software?

If any officer searches SPARROW in any search engine, then Sparrow for IAS or IPS officers with links "**sparrow.eoffice.gov.in**" or "**sparrow-ips.eoffice.gov.in**" would appear as search result. The officers will not be able to login to sparrow for IRS officers. The officers are requested to type URL "**sparrow-irs.eoffice.gov.in**" into the address bar.

3. **Personnel Information Management System (PMIS) screen is opening when I try to login to SPARROW. Why?**

Personnel Information Management System (PMIS) window will open in 2 cases. First, the officer's email id is not been registered in SPARROW module or Second, he is using a different NIC email id than that has been registered.

2. The officers are requested to take following precautions while signing in-

a. The username for SPARROW is case sensitive and not using correct case in username results into opening of **PMIS** screen. The officers are requested to search the username as explained in Question 1 of this FAQ and enter the case sensitive username.

b. Some officers are also using @gov.in or @nic.in after the Sparrow Username due to which they are being directed to PMIS Screen. The officers are requested to use only username before @ while logging in.

4. I am getting security exception in my Mozilla Firefox window. Kindly resolve the issue?

The officers have to add this site as **exception in Mozilla Firefox** after which the problem will be resolved. An option mentioning ADVANCED >> Add to Exception is available in the Mozilla Firefox Screen. Officers are requested to kindly add this site as exception.

***