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: **supdtvig-cexcok@gov.in** Fax: 0484-2390608 Phone: 0484-2396654

C.No.II/9/5/2018-Conf.Cx. 1013/18 **Date: 04.12.2018**

To

The Deputy / Assistant Commissioner,
Central Excise Division,
Thrissur / Chalakkudy/ Aluva / Ernakulam/
Kakkanad/ Perumbavoor/ Idukky Division.

Sir,

Sub:-Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees - Reg.

****

In continuation to this office letter even number dated 02.11.2018 please find enclosed Chief Commissioner's letter C.No.II/9/11/2018/CC(TZ) I dated 28.11.2018 on the subject cited above, for information and necessary action.

As directed in para 2 of the CCO letter dated 28.11.2018, the details in respect of all Group 'B' and 'C' officers may please be furnished in the enclosed revised format 'Annexure I' and 'Annexure II' immediately. A soft copy of the same may also be forwarded to concxcochin@live.in.

भवदीय / Yours faithfully,

(जॉर्ज जोसेफ़ / **George Joseph**)
सहायक आयुक्त /**Assistant Commissioner (P&V)**

Copy to: **All Section Heads / P.R.O ., Central Excise Head Quarters Office, Kochi.**
The Superintendent (Systems), Hqrs., Kochi for information and necessary action and to upload the same in official website.

केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क आयुक्त का कार्यालय
THE COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE
30 NOV 2018
17008
OFFICE OF ★ COCHIN-18 ★
कोच्चिन-18

Supdt (Admn) 3/11

URGENT

EMAIL/FAX/SPEED POST

भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, **THIRUVANANTHAPURAM ZONE**
केन्द्रीय राजस्व भवन, **CENTRAL REVENUE BUILDING**
आई. एस. प्रेस रोड, कोच्चि, **I.S. PRESS ROAD, KOCHI-682 018**

E-mail: cccochin@nic.in Fax: 0484-2397614 Phone: 0484-2394100/0404

C.No. II/9/11/2018/CC(TZ) I **Date: 28.11.2018**

To

The Commissioner of Central Tax & Central Excise,
Cochin/Calicut/Trivandrum/Audit, Cochin.

The Commissioner of Customs,
Custom House/Customs Preventive, Cochin.

Jc (P&V) for info

Sir,

Sub:-Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees – reg.

JC (P&V) may pl. see
AC (P&V) for NA

Kind reference is invited to letter of even number dated 09.10.2018 on the above subject and letter dated 21.11.2018 regarding format to collect data for NIC email id and SPARROW account creation. In this regard, please find enclosed DGHRD's letters F.No.8/DB/145/HRD/(HRM-II)/2017 dated 24.09.2018, 08.10.2018 and 20.11.2018 along with letter F.No.8/DB/145/HRD/(HRM-II)/2017-PRT-I dated 18.10.2018 on the above mentioned subject.

2. In this regard it is requested to send completely filled (details of all the Group B & C Officers under your Commissionerate) Annexure-I attached with above mentioned DGHRD's letter dated 20.11.2018 to this office on or before 03.12.2018. Data needed for creation of email id may also be collected from all the Group B & C officers in the revised format enclosed as Annexure-II.

Mrs. Lekshmi
04.12.2018

3. Further, the details of the nodal officer nominated at the Commissionerate may be Communicated for coordination with the zonal team.

Encl- As above

Yours faithfully,

28/11/18

Dr. T. Tiju
Additional Commissioner (CCO)

ANNEX-I

Data required by DGHRD from Zones

First Name	MiddleName	Last Name	Designation	Zone/Directorate	Current posting	whether on Loan/Deputation	Date of Birth (DD-MM-YYYY)	Date of Retirement (DD-MM-YYYY)	Date of Joining	Joining Rank

ANNEX-II

	Data needed for creation of email id by Zones									
Middle name	Last Name	Designation	Zone/Directorate	Current posting	whether on Loan/Deputation	Mobile No.	Date of Birth (DD-MM-YYYY)	Date of Retirement (DD-MM-YYYY)	whether Employee already has name based gov.in email id?	
									If yes-> Mention email id	If not-> Mention preffered name based gov.in email-id