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
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL 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. 52/19 **Date: 17.01.2019**

To

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

Sir,

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

****

Please refer to this office letter even number dated 02.11.2018, 04.12.2018 and 02.01.2019 on the subject cited above.

In this regard a copy of Chief Commissioner Thiruvananthapuram Zone's D.O. letter C.No. II/9/11/2018/CC (TZ) I dated 16.01.2019 is enclosed for information and necessary action.

The information called for in respect of all Group 'B' and 'C' officers has still not been received. You are therefore once again requested to furnish the same in the prescribed 'Annexure I' and 'Annexure II' immediately. A soft copy of the same may also be forwarded to concxcochin@live.in.

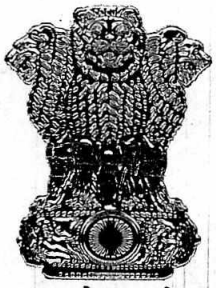
भवदीय / Yours faithfully,

Rajeswari

(राजेश्वरी आर. नायर / Rajeswari R. Nair)
संयुक्त आयुक्त / Joint Commissioner (P&V)

Copy to: **The Assistant Commissioner / Superintendent,**
Central Tax & Central Excise Head Quarters, 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
OFFICE OF THE COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE
16 JAN 2019
COCHIN-18
कोच्चिन-18



सत्यमेव जयते

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
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क एवं 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: 0484-2394100/2390404

JC(PEV)

for mpa

AC(PEV)

10/1/19

Supt.(cont)

Pullela Nageswara Rao IRS
Chief Commissioner

D.O. C.No. II/9/11/2018/CC (TZ) I

Date: 16th January, 2019

Dear Uday,

Kind attention is invited to D.O. letter F.No.8/DB/145/HRD(HRM-II)2017 dated 11.01.2019 of Shri. R.K. Barthwal, Special Secretary and Member, CBIC regarding roll out of SPARROW (online APAR) for Group 'B' & 'C' officers of CBIC (**copy enclosed**).

As you are aware the SPARROW software will go live with onset of APAR cycle for 2018-19 on 1st April, 2019. Please ensure that for smooth operationalization, the following steps are to be taken at your level.

a) Data collection for E-mail id and SPARROW Account Creation in the format of **Annex-I** and **Annex-II** as attached with the letter No.8/DB/145/HRD(HRM-II)/2017 dated 20.11.2018 (**copy enclosed**). This data is imperative for successful rollout of SPARROW-CBIC. The data has been received by DGHRD from most of the formations. However, from our zone the same is still awaited. Please ensure that requisite data is sent to this office positively by **21.01.2019**, for onward submission to DGHRD.

b) Scanning of APARs for past **10 (ten) years** either in-house or by way of outsourcing is to be completed for hosting on SPARROW platform.

In this regard, you are also required to bestow your personal attention to ensure that all necessary steps are undertaken by the officers under your Commissionerate so that there is no difficulty in smooth launching of SPARROW w.e.f. **01.04.2019**.

With best wishes,

Yours sincerely,

16.01.2019

(Pullela Nageswara Rao)

Encl: as above.

To:

Shri. K.R. Uday Bhaskar,
Principal Commissioner,
Central Tax & Central Excise,
Kochi.

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय / राजस्व विभाग
MINISTRY OF FINANCE / DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
नार्थ ब्लाक, नई दिल्ली-११० ००१
NORTH BLOCK, NEW DELHI-110 001
Tel. No. +91-11-23092628, Fax No. +91-11-23092346

R.K. BARTHWAL
SPECIAL SECRETARY & MEMBER

14.01.2019

F. No.8/DB/145/HRD(HRM-II)/2017

11th January, 2019

Dear Colleagues,

Subject: **Roll out of SPARROW (online APAR) for group B & C officers of CBIC-reg.**

Please refer to the DGHRD letter No. 8/DB/145/HRD(HRM-II)/2017 dated 24.09.2018 followed with reminder dated 08.10.2018 regarding implementation of e-Office Lite (SPARROW) and PIMS for CBIC employees.

2. The SPARROW software made by NIC has been hosted at www.sparrow-cbic.rcil.gov.in. All the APAR formats of group B & C have since been converted to digital format by NIC. At present, training of Custodians and Alternate Custodians nominated at each Commissionerate/Zonal level is under way at the four training Centres of CBIC at NACIN ZTI New Delhi, NACIN ZTI Mumbai, NACIN ZTI Bangalore and NACIN ZTI Kolkata. The SPARROW software will go live with the onset of APAR cycle for 2018-19 on 1st April, 2019. For smooth operationalisation, following steps are required to be taken at your level:

(A) i. Data Collection for Email id and SPARROW Account Creation in the format of Annex I and Annex II as attached with the letter No..8/DB/145/HRD(HRM-II)/2017 dated 20.11.2018. This data is imperative for successful rollout of SPARROW-CBIC. The data has been received from most formations. Yet from some Zones and Directorates the same is still awaited. Please ensure that required data in this respect is sent to DGHRD Project Management team by 25th January positively without fail.

(B) ii. Scanning of APARs for past 10 years either inhouse or by way of outsourcing is to be completed for hosting on SPARROW platform.

3. Please ensure that all necessary steps are undertaken by the officers under your charge so that there is no difficulty in Smooth launching of SPARROW w.e.f 01.04.2019. For any clarification, the following Project Manager may please be contacted.

Name- Ajay Luhach
Designation- Deputy Director
Mobile No- 7840088005
Email- **eoffice.cbic@gov.in**
Phone- 011-23741697

With best wishes

Yours sincerely,

(Raj Kumar Barthwal)

To,
Principal Chief / Chief Commissioners of Customs (All),
Principal Chief / Chief Commissioners of GST (All)
Principal Director/ Director Generals of GST & Customs (All)

Attached: Annex I and Annex II as attached with the letter No..8/DB/145/HRD(HRM-II)/2017 dated 20.11.2018.

Copy to :- Chairman, CBIC for information.

Annexure-I

Data required by DGHRD from Zones

Joining Rank	
Date of Joining	
Date of Retirement (DD-MM-YYYY)	
Date of Birth (DD-MM-YYYY)	
Whether on Loan/ Deputation	
Current Posting	
Zone/ Directorate	
Designation	
Last Name	
Middle Name	
First Name	
Title (Shri./Smt.)	

Annexure-II

Data needed for creation of email id by Zones

Title (Shri./Smt.)	
First Name	
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 preferred name based gov.in email-id	