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. 154/19 **Date: 25.02.2019**

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 and communication of Employee Codes and e-mail ids created- Reg.

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Please find enclosed DGHRD letter F. No.8/DB/145/HRD(HRM-II)/2017 dated 22.02.2019 on the subject cited above, for information and necessary action.

All the Group 'B' & 'C' officers are requested to check the data given in Para1 of the enclosed letter. The details in respect of officers whose Employee codes and NIC e-mail IDs are not present in the list uploaded by DGHRD in the website www.cbic.gov.in may be forwarded to ***concxcochin@live.in*** immediately in the enclosed format for onward submission to DGHRD.

भवदीय / Yours faithfully,

25/02/19

(सुरेष बाबु पी.जी. / **Suresh Babu P.G.**)
सहायक आयुक्त /**Assistant Commissioner (P&V)**

Copy to: **All Section Heads,**
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.

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

F. No.8/DB/145/HRD(HRM-II)/2017 Dated:22.02.19

To,

Principal Chief / Chief Commissioners of Customs (All),
Principal Chief / Chief Commissioners of GST (All)
Principal Director/ Director Generals of GST &Customs(All),
Principal Commissioner/Commissioner of GST (All)
Principal Commissioner/Commissioner of Customs (All)
Principal Additional Director General/Additional Director General of GST &Customs(All)
Commissioner I/C of Directorates (All),
Commissioner, Settlement Commission (All),
Commissioner, CESTAT(All),
Commissioner, Authority of Advance Ruling(All),
Chief Controller of Factory, Gwalior/Narcotics Gwalior

Respected Sir/Madam,

Subject: **Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees and communication of Employee Codes and e-mail ids created- reg**.

As you are aware, CBIC has approved that DGHRD should implement e-Office Lite (SPARROW) for all Group B and C officers posted at all formations under CBIC from APAR year 2018-19.

1. The implementation is in the advanced stage. The process of creation of Employee Codes and NIC e-mail IDs for Group B and C Officers is under way. Employee Codes and NIC e-mail IDs are being generated expeditiously as the employee data is being received from various Zones/Commissionerates. The same can be checked from https://docs.google.com/spreadsheets/d/1pugJqmTrS8RlLNLEXvjkODDu0WN6E_8YnSfNuSeMSp8/edit?usp=sharing .

2. The Login credentials for logging in to the SPARROW account will be the same as the NIC e-mail ids. The officers are requested to login to their SPARROW accounts only after 01.04.2019 once the SPARROW mapping exercise is complete.

3. The officers whose Employee Codes and NIC e-mail IDs are not present in the list given above (owing to incomplete data being received by DGHRD or otherwise) are

requested to contact their Zonal Nodal Teams and ensure that their correct details in the attached formatare sent again to DGHRD.

All the Chief Commissioner Offices are requested to compile the data of all such Officers from all their Commissionerates and send it at once in the desired format at eoffice.cbic@gov.in.

4. The list of all the appointed Nodal Officers and Custodians along with their teams can be can be found at https://docs.google.com/spreadsheets/d/13gfUDijjb8migwcLS5ZkCQQr7q_VICKJmtxcauVnBU0/edit?usp=sharing.

   Any changes in the zonal teams or Custodian/ Alternate Custodian role assignment may be communicated to eoffice.cbic@gov.in.

5. The above-mentioned links can also be accessed from SPARROW- B& C tab on DGHRD website http://www.dghrdcbic.gov.in

   Thanking You,

Yours faithfully,

22/2/19

Ajay Luhach
(Deputy Director)

Combined Annexure

Title (Shri/Smt)	First Name	Middle Name	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	Mobile Number