FAX / SPEED POST

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

सी.सं. C.No.II/9/5/2018-Conf. Cx /3674/19 दिनांक/Date:13.05.2019

To

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

Sir,

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

****

It is reported that, as a onetime measure, DOP&T vide OM dated 18.04.2019 has relaxed the target dates for online generation of APAR for 2018-19. The revised target dates for online recording and completion of entire APAR process for the year 2018-19 is enclosed as Annexure. This relaxation is subject to the condition that no remarks shall be recorded in the APAR for the year 2018-19 after 31.12.2019.

Further please find enclosed step by step guide for "Officer Reported upon" for online filing of APAR in respect of Group 'B' and 'C' officers (Grade Pay 1900 and above) issued by DGHRD. All Group 'B' and 'C' officer's under your charge may be directed to go through the same and for any doubt / query may please contact the Custodian at Hqrs. / Divisional level as the case may be. It may also to be ensured that all Group 'B' and 'C' officers (Grade Pay 1900 and above) under your charge have linked their functional mobile numbers with their Aadhaar for e-signing in SPARROW, without which it may not be possible to file APAR online.

The officers having grade pay of Rs. 1800/- may be directed to submit their APAR for 2018-19 manually within the stipulated time as prescribed for other Group 'B' and 'C' officers. The APAR format may be downloaded from cepsonline and made available to all officers having Grade Pay of Rs.1800/-.

Yours faithfully,

Rajeswari

(Rajeswari R.Nair)
Joint Commissioner (P&V)

Copy to :- The Deputy/ Assistant Commissioner, Central Tax & Central Excise Hqrs. Office, Kochi.

The Superintendent (Systems), Hqrs., Kochi to upload the same in our website.

Annexure

Annexure to DoPT O.M. No.21011/02/2015-Est(A-II)-Part II dated 18th April, 2019

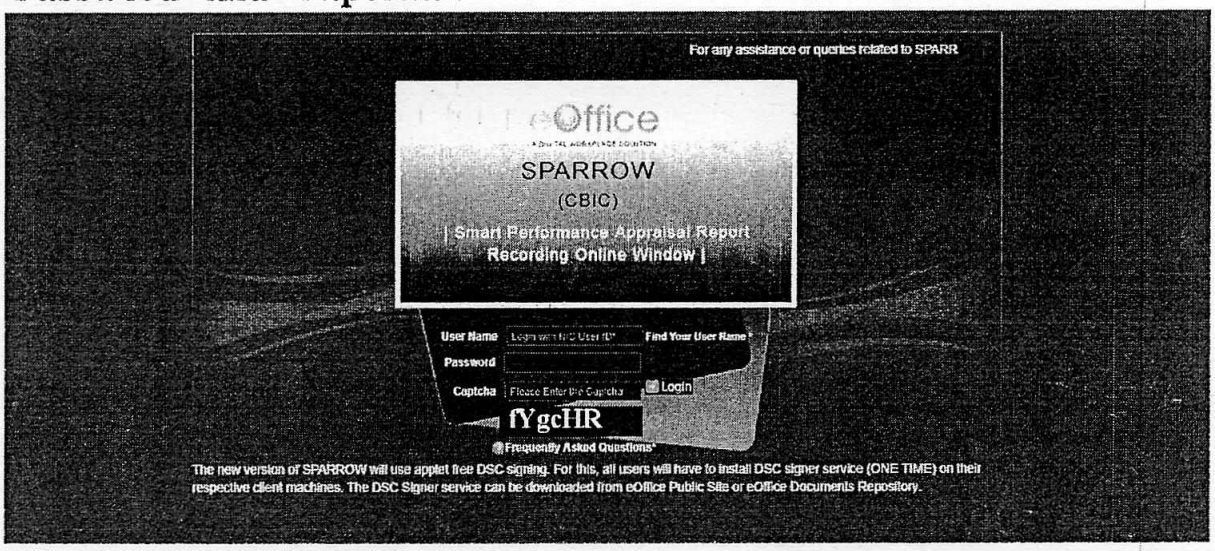
Time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW web portal for Group 'A, 'B' and 'C' officers

S.No.	Activity	Date by which the activity to be completed
1	Submission of self-appraisal to the reporting officer.	30th June, 2019
2.	Forwarding of report by reporting officer to reviewing officer	31st July, 2019
3.	Forwarding of report by Reviewing Officer to Administration/APAR Cell or the accepting authority (wherever provided)	31st August, 2019
4.	Appraisal by accepting authority, wherever provided	15th September, 2019
5.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (Ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10th September, 2019 25th September, 2019
6.	Receipt of representation, if any, on APAR	15 days from the date of communication
7.	Forwarding of representation to the competent authority (iii) where there is no accepting authority for APAR (iv) Where there is accepting authority for APAR	 30th September, 2019 31st October, 2019
8.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority.
9.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority.
10	End of entire APAR process, after which the APAR will be finally taken on record	31st December 2019

Step by step guide for "Officer Reported Upon".

1. Open the url **https://sparrow-cbic.rcil.gov.in/** in browser.

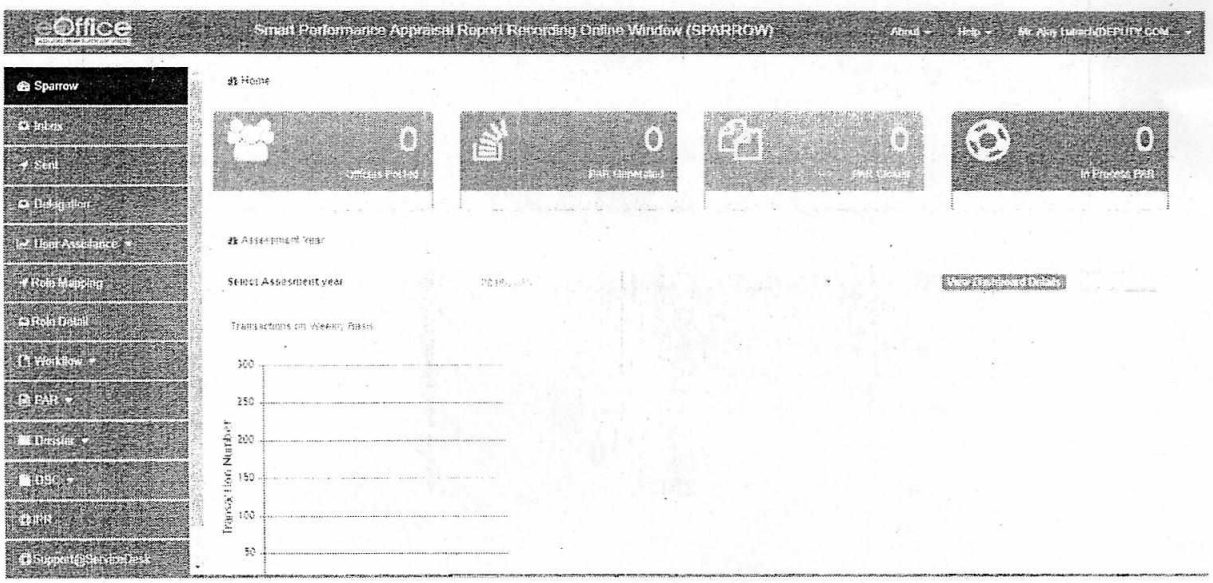
2. The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".



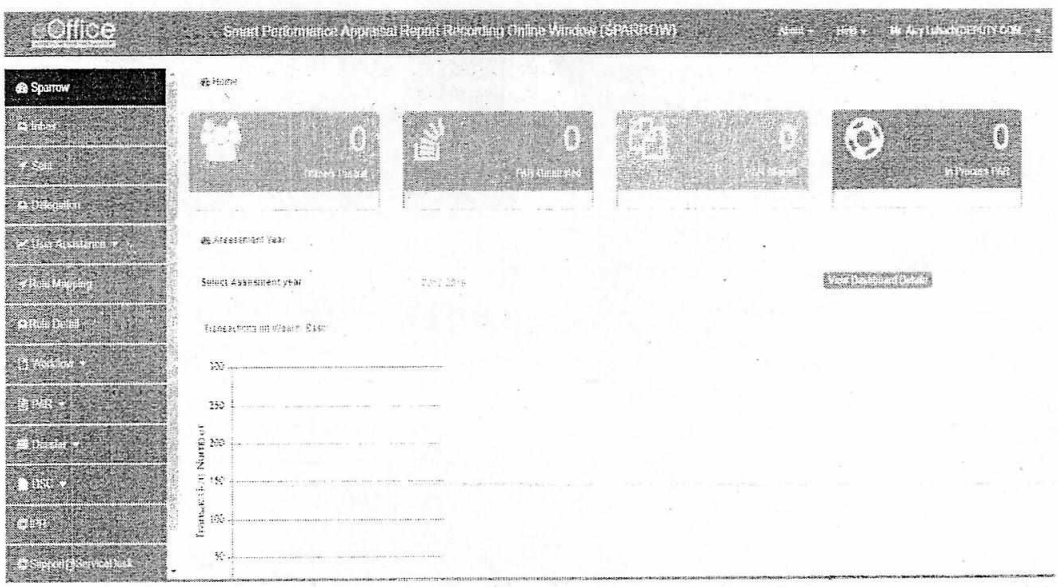
The username will be the NIC email id and only the name before "@" should be entered. For example if your NIC email is ashish.solanki@nic.in or ashish.solanki@gov.in, then, the user id will be ashish.solanki.

The password for the application will be same as your NIC email ID password. However for practice environment, till software is launched, the default password for logging into the system is kept as "**eoffice**" for all the users.

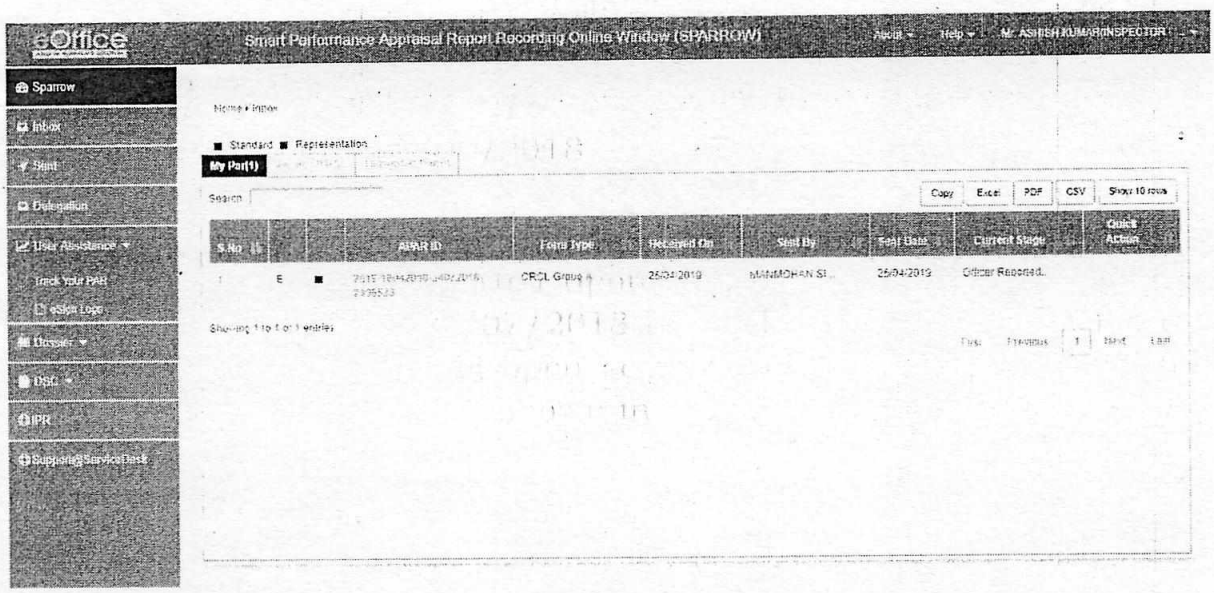
The Captcha as given in the box should be entered then click the "**Login**" button.



3. The software would automatically move to next screen. By default, the SPARROW window will open up as shown in the next page.



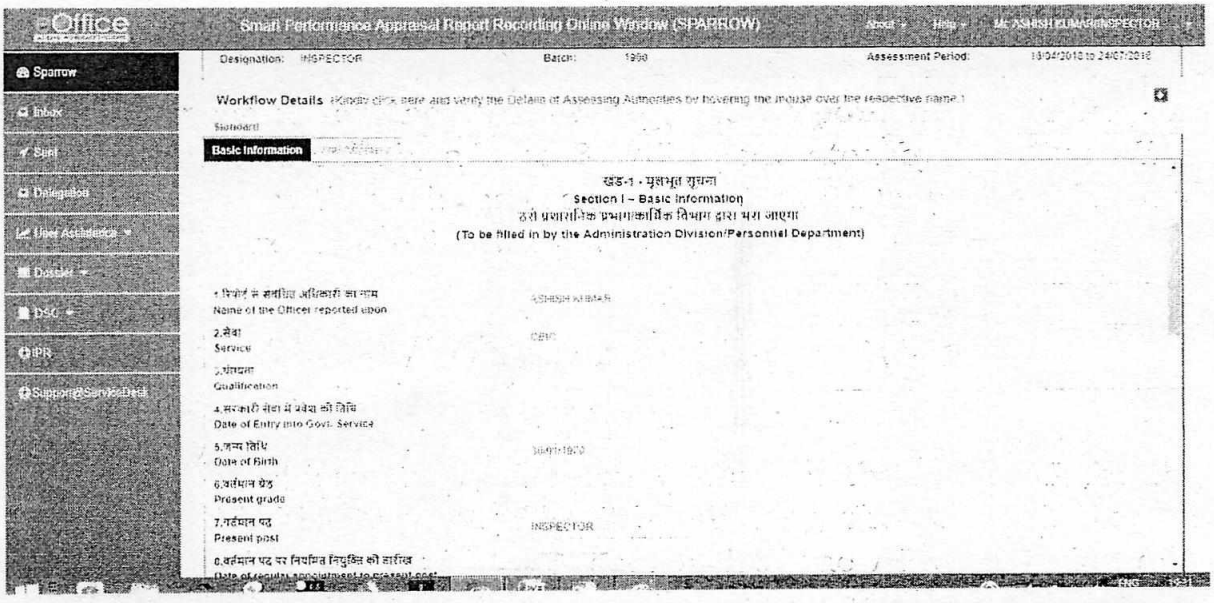
4. After successful login, the above window will open up. This page will have some tabs in the left side depending upon the role assigned to the officer. These roles are allocated centrally by DGHRD / NIC and on logging in, different window will open up depending upon the role assigned to that user ID.



Above page is for the **Officer Reported Upon**. In the inbox, on clicking the My Par Tab, all the 3 PARs generated by the Custodian shall be listed with their corresponding APAR-IDs (shown in blue colour) which are for the following work durations:

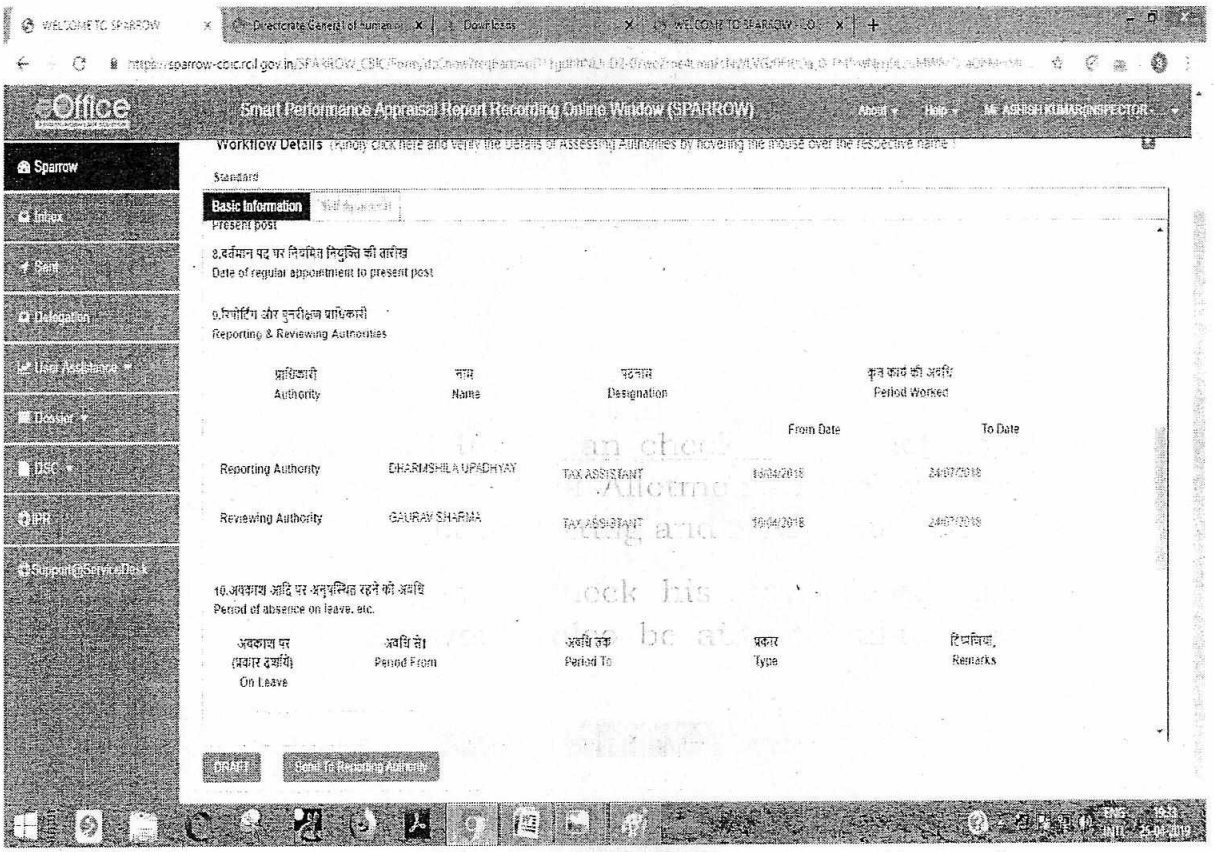
S.No.	From	To	Status
1.	16/04/2018	24/07/2018	Working

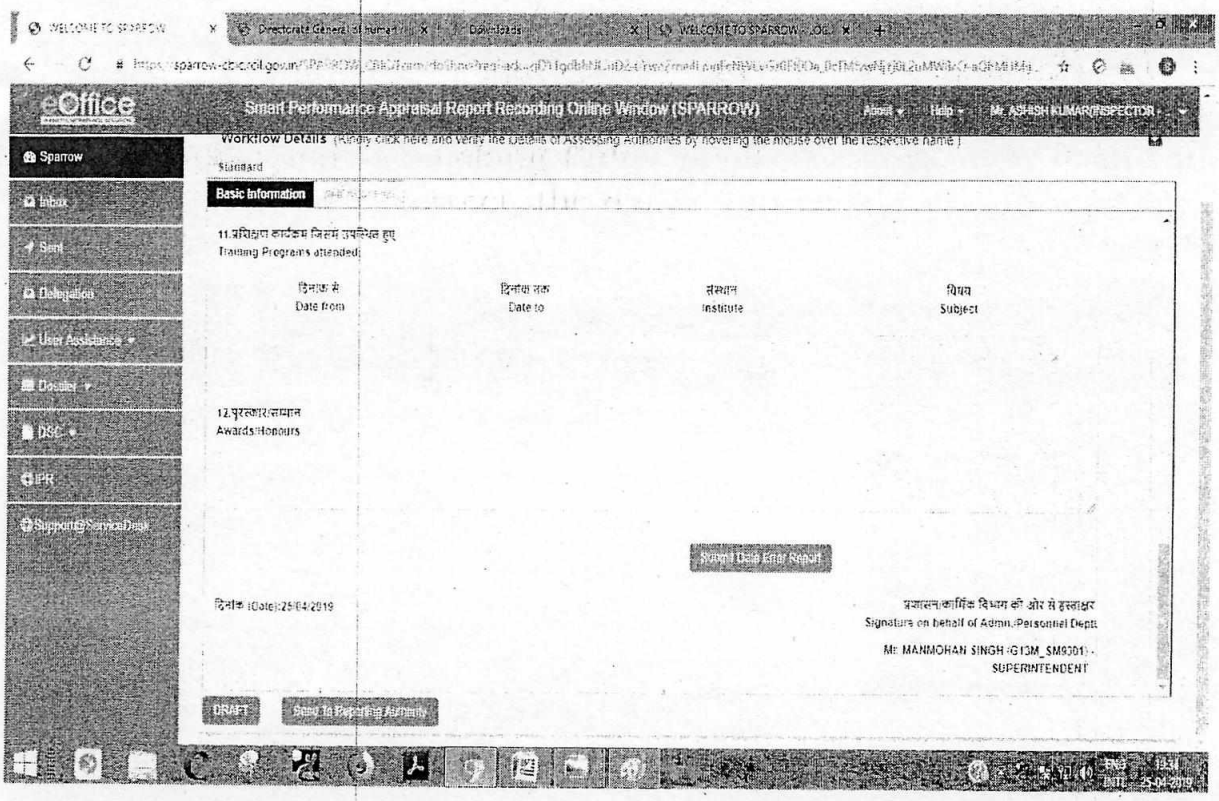
5. Now, the officer Reported upon will select the first PAR for the period 16/04/2018 to 24/07/2018 by clicking the APAR-ID for the relevant period. This would open section-I of the APAR as filled and generated by the Custodian (shown in the screen shotbelow).



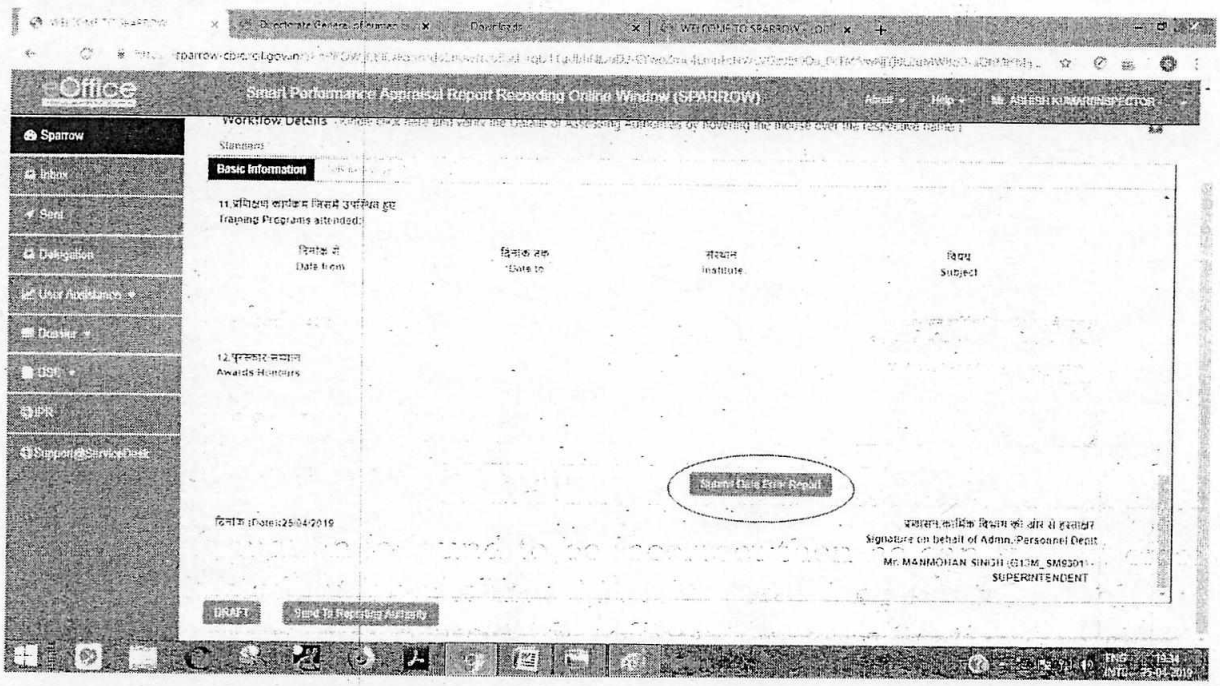
6. The **Officer Reported Upon** can check all his details filled in the Section-I which is name, Year of Allotment, Employee code, Date of Birth, work duration under Reporting and Reviewing Authority etc.

7. Further the officer has to check his leave details and trainings attended. These details would also be auto populated as they have been filled by Custodian.

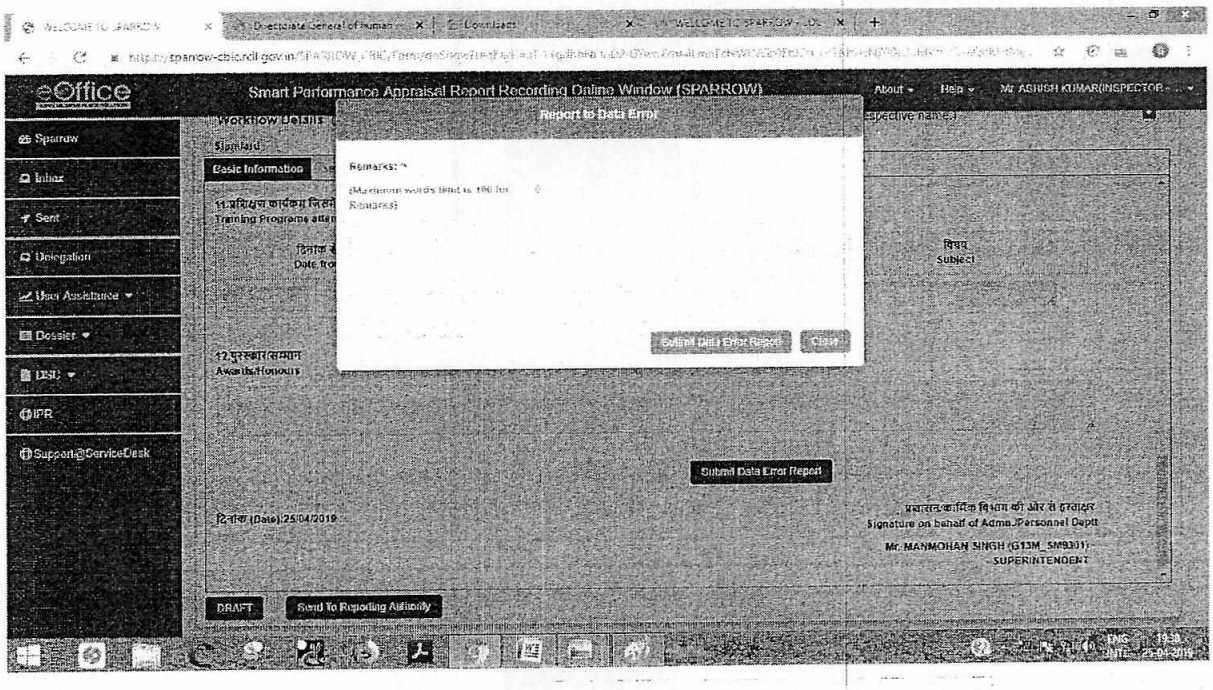




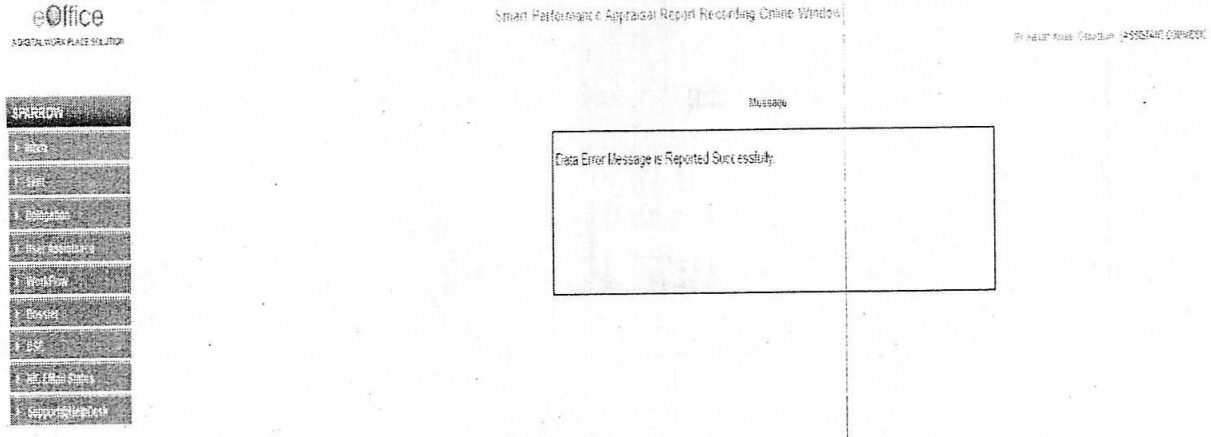
8. If any information is found to be incorrect then he can submit error report to Custodian by clicking **Submit Error Report tab**. If all the information filled in is correct, the officer can click Section-II of APAR and fill Section-II of APAR.



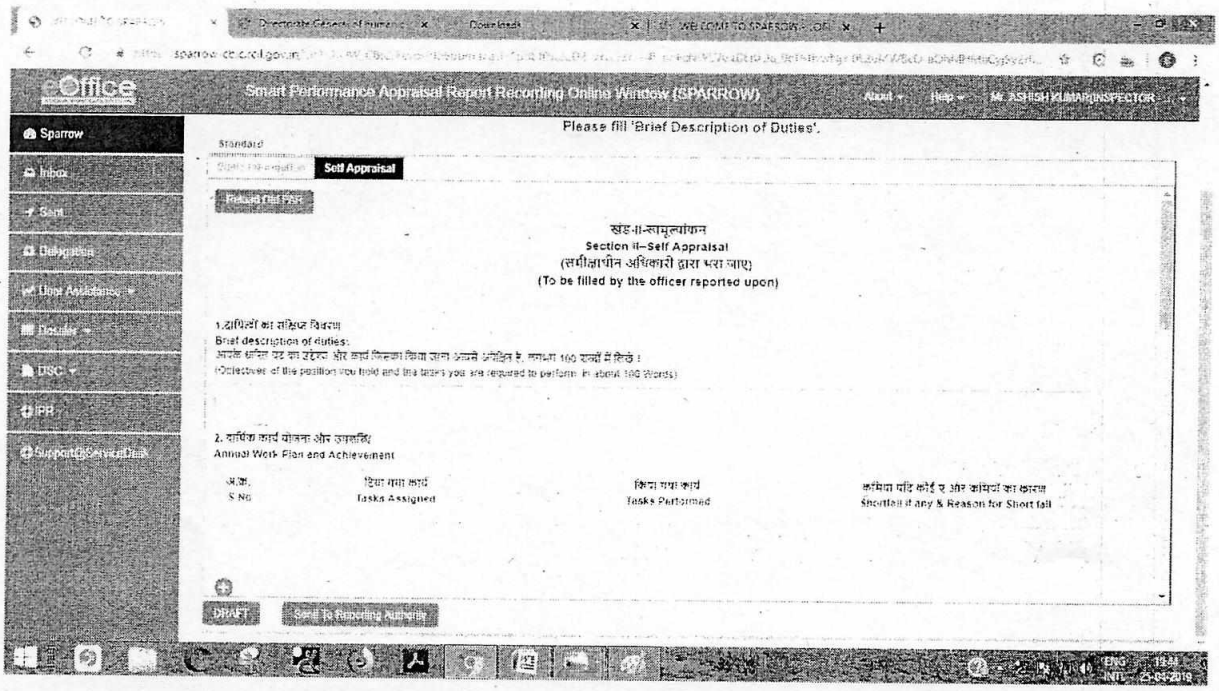
9. If he clicks **Submit Error Report** option following screen will open up which will have a text box. The officer can give the nature of errors / details which are to be corrected in the text box and click **Submit** button. This will send Section-I of the PAR to Custodian and thus allow Custodian to make requisite corrections to Section-I of the APAR.

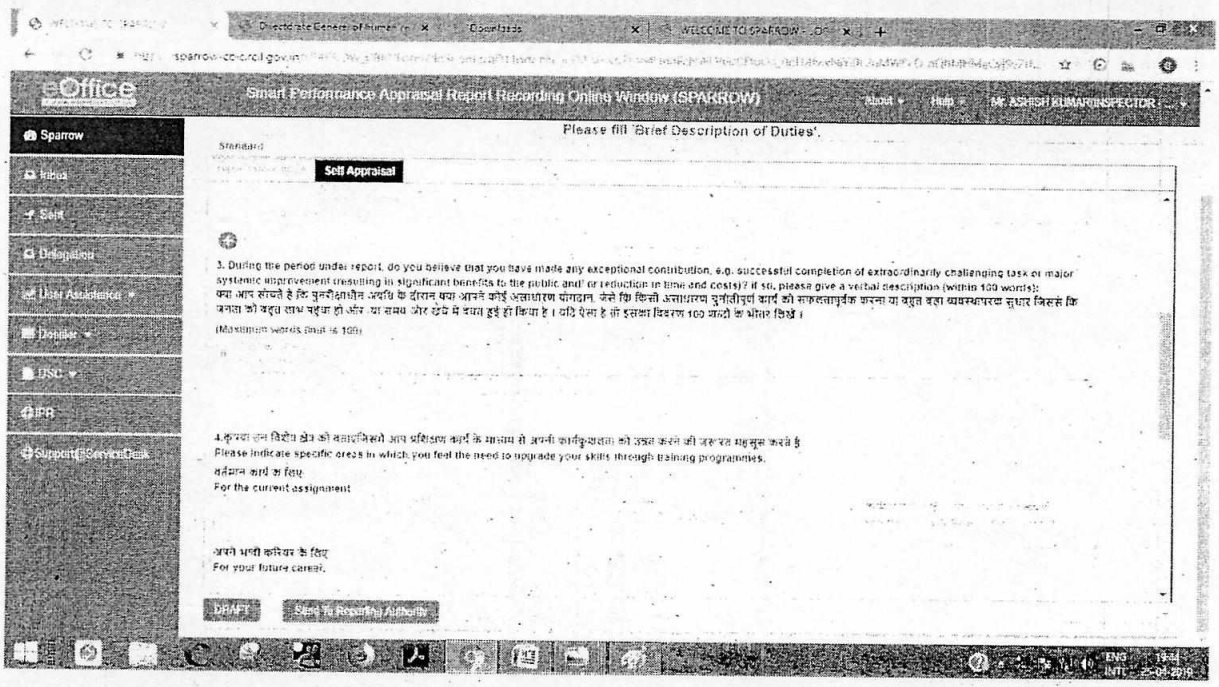


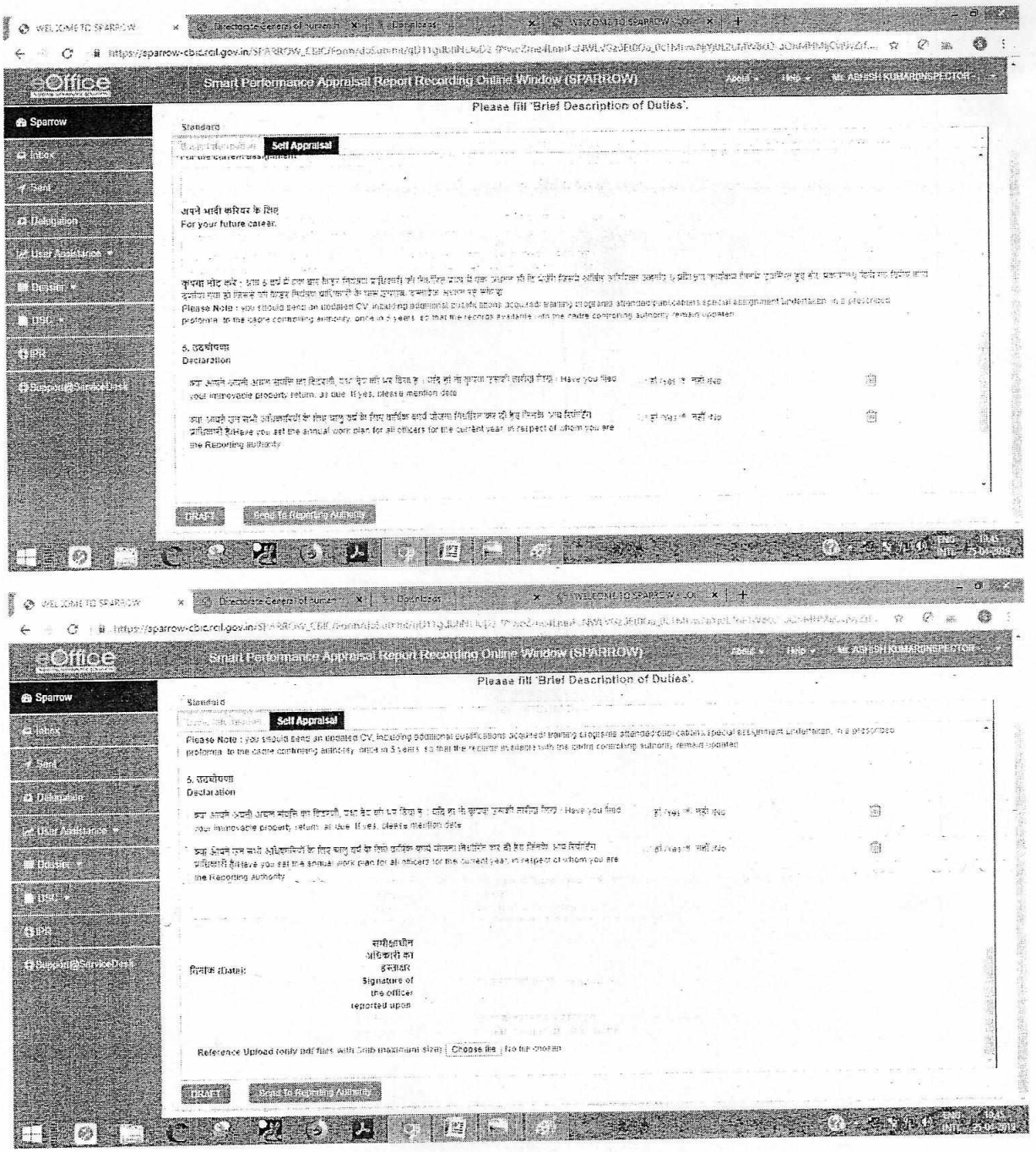
10. After clicking **Submit** a message would appear with text **"Data Error Message is Reported Successfully"** which means that the report has been sent to Custodian to make relevant changes.



11. After sending the error report, the officer should go to **Self Appraisal** of PAR and fill all his particulars for performance appraisal. The screenshots presented below shows the details of fields for Section-II which is same as that for the manual format of APAR.



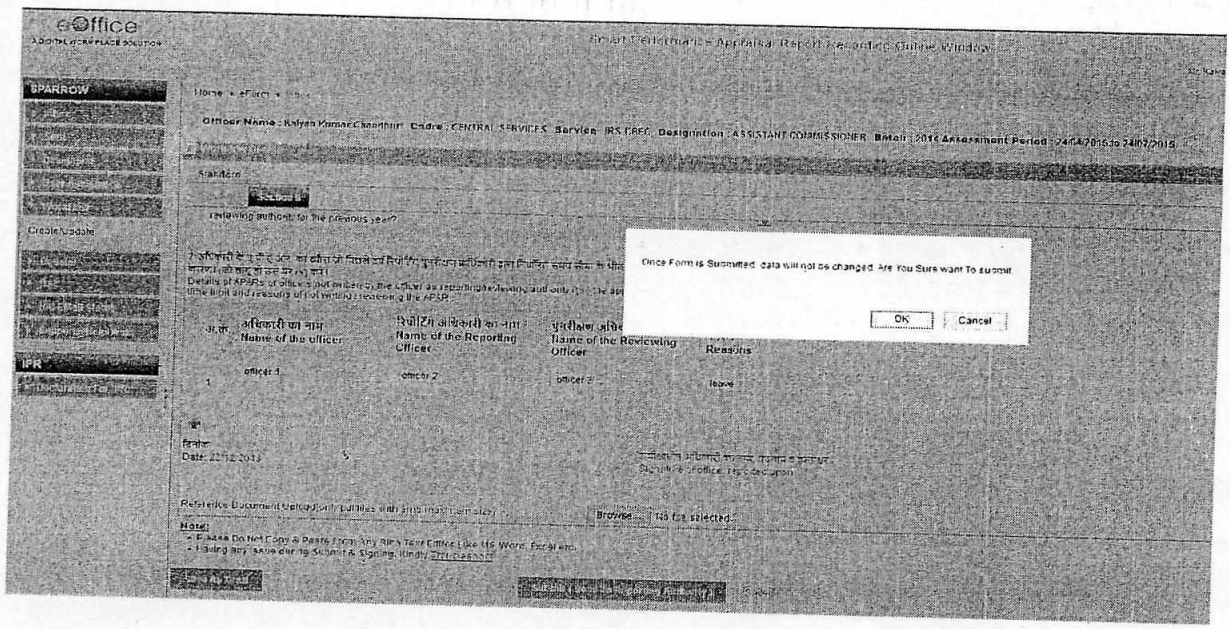




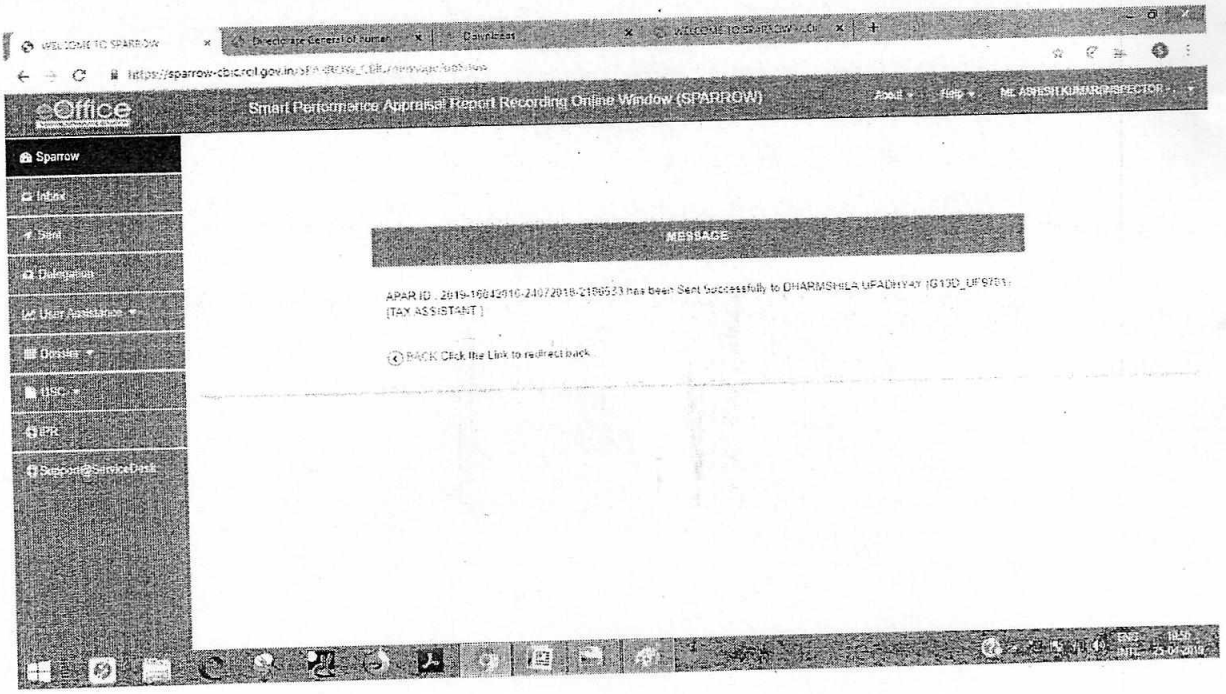
12. After filling all the details in Section–II, the officer can also upload any supporting documents in pdf format up to 3 mb by clicking Browse button.

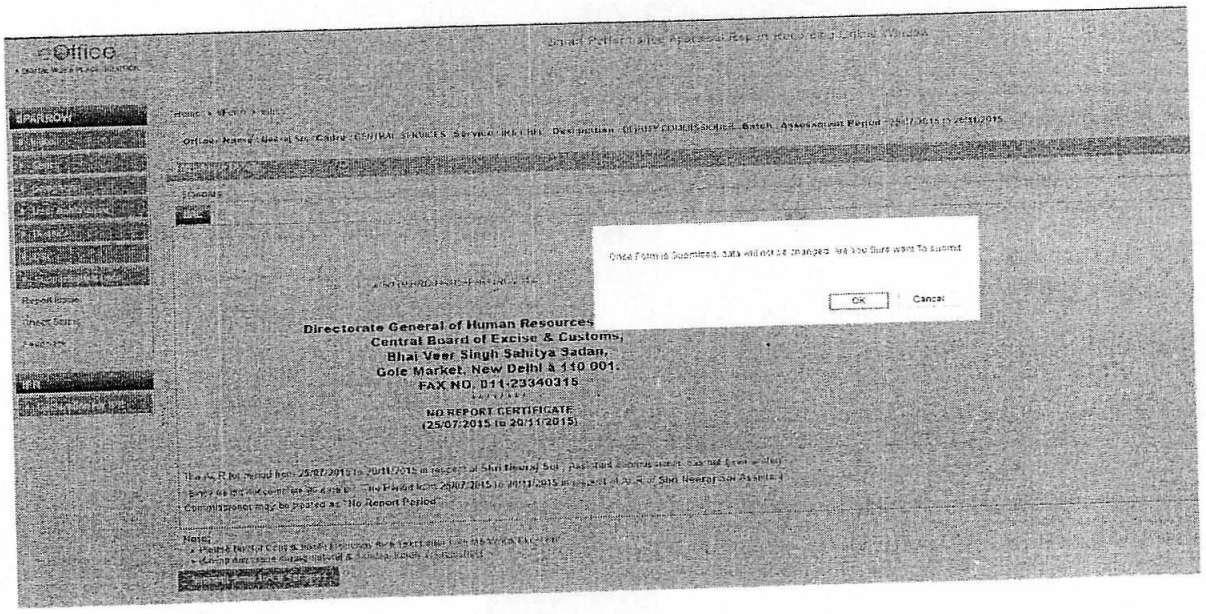
13. The officer has an option to save the document and come back later to change/amend the same by clicking **Save as Draft** tab. Officers are also requested to keep on saving the document by clicking **Save as Draft** to avoid loss of data due to electricity failure or network connectivity issues.

14. Alternatively, the officer may send the PAR to Reporting officer after completing Section II of APAR for which the officer should click on **Submit (Send to Reporting Authority).** On clicking Submit button, a window asking OTP will appear in which you have to fill the OTP which will be received in your mobile linked with Adhaar card. After clicking this button a confirmation screen for submitting the Section II of APAR will appear with warning- **"Once the form is submitted, data will not be changed. Are you sure you want to submit"**.



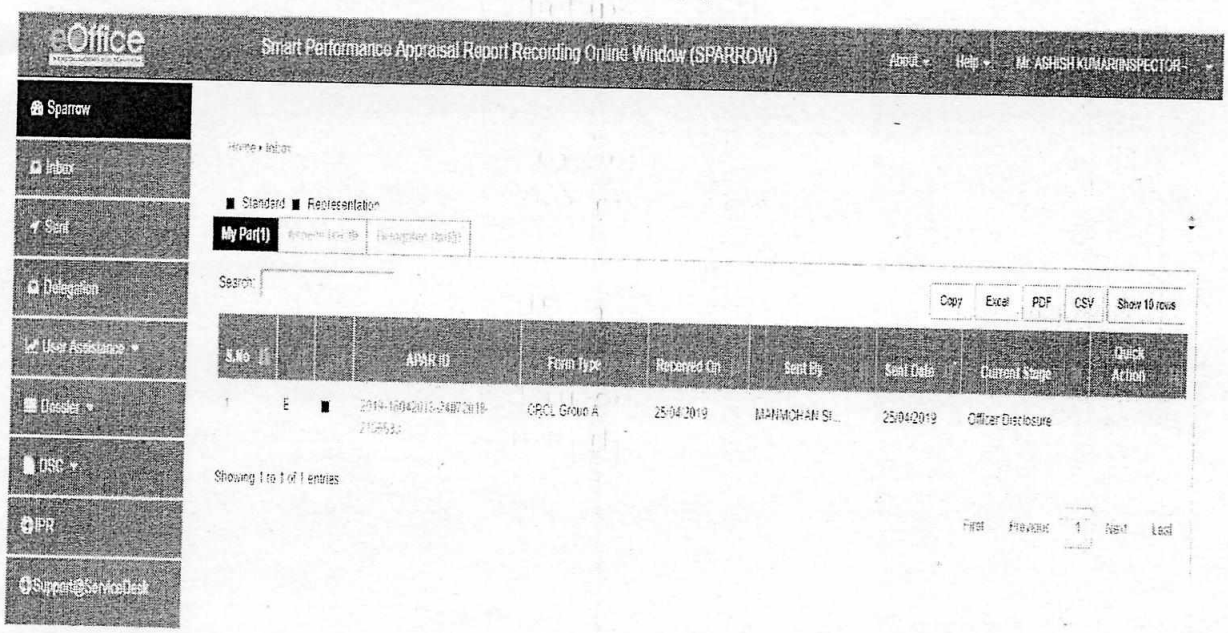
15. After pressing the OK button a message would pop up saying that the APAR has been sent to the Reporting Authority as shown in screen below. An email and SMS will also be sent to the Reporting Officer to this effect.


WELCOME TO SPARROW
Directorate General of human
Downloads
eOffice
Smart Performance Appraisal Report Recording Online Window (SPARROW)
About
Help
Sparrow
Inbox
Sent
Delegation
User Assistance
Dossier
USC
IPR
Support@ServiceDesk
MESSAGE
APAR ID : 2019-16042010-24072018-2186533 has been Sent Successfully to DHARMSHILA UPADHYAY (G13D_UF9701)
[TAX ASSISTANT]
BACK Click the Link to redirect back


eOffice
SPARROW
Once Form is Submitted, data will not be changed. Are you Sure want To submit
OK
Cancel
Directorate General of Human Resources
Central Board of Excise & Customs,
Bhai Veer Singh Sahitya Sadan,
Gole Market, New Delhi à 110 001.
FAX NO. 011-23340315
NO REPORT CERTIFICATE
(25/07/2015 to 20/11/2015)
Commissioner may be treated as "No Report Period"
Note:

Acceptance of APAR or making representation by the Officer Reported Upon

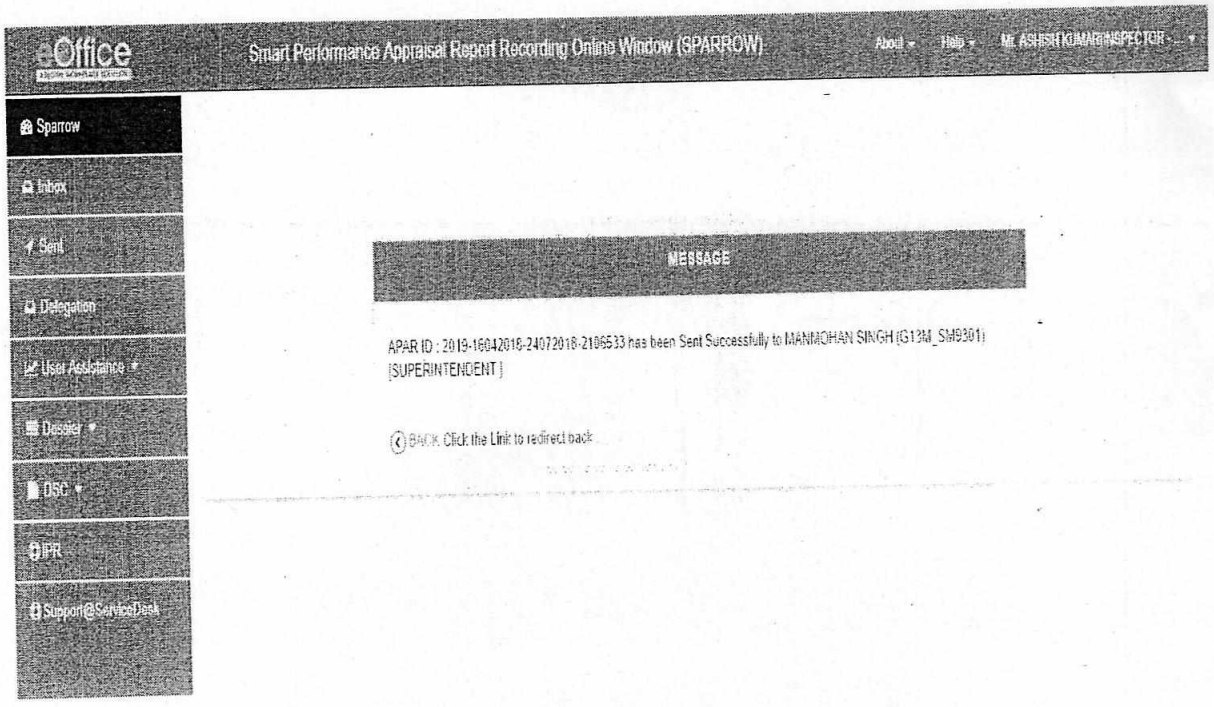
16. Once Custodian discloses the completed APAR to the Officer Reported Upon, the APAR will be available in the My PAR tab and on clicking the Tab, following screen will appear.



17. After clicking on APAR-ID, all four sections of APAR can seen by the Officer Reported Upon by clicking on different sections. The officer can also save this APAR by clicking on Preview Option as shown in the image in every section.

18. After clicking on Preview, the officer would have option to only open or SAVE the document. Click on SAVE File to make a copy in the computer.

19 . After viewing his Section III and Section IV the officer can either click on "**I ACCEPT**" the APAR or "**PUT FOR REPRESENTATION**". If the officer clicks on **I Accept** Button, a confirmation message would pop up and APAR would be sent to the Custodian for closing.


eOffice
Smart Performance Appraisal Report Recording Online Window (SPARROW)
About
Help
Mr. ASHISH KUMAR(INSPECTOR ...
Sparrow
Inbox
Sent
Delegation
User Assistance
Dossier
DSC
IPR
Support@ServiceDesk
MESSAGE
APAR ID : 2019-16042018-24072018-2106533 has been Sent Successfully to MANMOHAN SINGH (G13M_SM9301) (SUPERINTENDENT)
BACK. Click the Link to redirect back

****