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** 1384/19 दिनांक/**Date:15.05.2019**

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.**

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The SPARROW-CBIC Project has been implemented by the DGHRD-CBIC and is now ready for use and online APAR process can now be initiated in SPARROW-CBIC. As per DGHRD's instructions it is mandatory to file the APAR for the year 2018-19 online and no manual filing of APAR shall be permitted for officers having grade pay of Rs.1900 and above (pre-revised). The custodian nominated under your charge may be directed to keep ready the complete personal details in respect of all Group 'B' and 'C' officers who are working as on date in your formation including the officers who have gone on long leave / training / foreign assignment in the enclosed proforma so that work flow can be created. The same should be done on priority basis, **latest by 20.05.2019.**

In this connection it may be ensured that all the officers have received nic mail id, if not the names of such officers may be forwarded to this office urgently, as directed vide this office letter even number dated 25.02.2019.

Yours faithfully,

15/5/19

(Suresh Babu P.G.)
Assistant Commissioner (P&V)

Copy to :- All Section Heads at Central Tax & Central Excise Hqrs. Office, Kochi to furnish the data in respect of all Group 'B' & 'C' officers as stated above to Confidential Section

The Superintendent Systems to upload in the website.

PROFORMA

1.	**Name of the officer**	
2.	**Mobile Number**	
3.	**Office during the period of APAR**	
4.	**Date of Birth**	
5.	**Present Grade / Post**	
6.	**Date of appointment to the present grade / post**	
7.	**Employee Code**	

8. Reporting and Reviewing Authorities

Authority	**Name**	**Designation**	**Employee code**	**Period worked**	
				From date	**To date**
Reporting Authority					
Reviewing Authority					

9. Period of absence on leave, etc

On Leave	**Period from**	**Period to**	**Type**	**Remarks**

10. Training programs attended

Period from	**Period to**	**Institute**	**Subject**

11. Awards/Honours –

12. Details of APARs of officers not written by the officer as Reporting Authority (wherever applicable) for the year 2017-18 :

13. Date of filing the immovable property return (IPR) for the year ending December 2018 -

Signature of the Officer