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
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To

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

Sir/Madam,

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

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In connection with filing of APAR online in SPARROW-CBIC in respect of Group 'B' and 'C' officers, the work relating to creation of work flow and generation of APAR has been started.

All the Group 'B' & 'C' officers (upto the grade pay of Rs. 1900), who have enrolled in SPARROW-CBIC, are requested to login to their SPARROW-CBIC accounts for filling the self appraisal (Section II). Help manuals for officers Reported upon, Reporting Authority and Reviewing Authority are available in the DGHRD website. In respect of officers, who have not enrolled in SPARROW-CBIC, can directly apply for the same in the link provided in the DGHRD website (http://www.dghrdcbic.gov.in=>SPARROW- B & C=>link to enter Gov.in Email id data in case email id not received....).

It may be ensured that all Group 'B' & 'C' officers have Aadhar number and their mobile number had linked to Aadhar to enable eSign in SPARROW-CBIC. Employee Codes and NIC e-mail IDs and officers enrolled in SPARROW-CBIC can also be checked by accessing the links from SPARROW- B & C tab on left side of DGHRD website http://www.dghrdcbic.gov.in.

For filing the APAR online in SPARROW-CBIC, the officer has to first connect to Railtel VPN and then access SPARROW-CBIC by logging into https://sparrow-cbic.rail.gov.in. For the purpose of accessing SPARROW-CBIC, the log in ID and Password of VPN/SPARROW have been specified in the Help Manual, which is available in SPARROW- B&C tab on the left side on the DGHRD website – http://www.dghrdcbic.gov.in.

To open SPARROW-CBIC, type the url **https://sparrow-cbic.rcil.gov.in/** in browser. Login screen of SPARROW will open. The Login screen will have three fields "Username", "Password" and "Captcha". Username will be the NIC email id and only the name before "@" should be entered. The password for the application will be same as the NIC email ID password.

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If the officer does not know the Username, he/she can use the link "Find Your User Name" available in the login screen (near the "Username" field) by entering the details like Employee Code, NIC Email ID, mobile number etc. In case the name of the officer is not enrolled in SPARROW-CBIC, a message will be displayed as "There is no such records.".

For verifying whether the mobile number is registered with Aadhaar, visit the UIDAI website - https://uidai.gov.in/ (under Aadhaar Services tab, click on the link "Verify Email/Mobile Number"). If the mobile number is not registered, please get it registered through the nearest Aadhaar Centre.

Yours faithfully,

24/5/15

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

Copy to :- All Section Heads at Central Tax & Central Excise Hqrs. Office, Kochi