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. 593/19 Date: 01.08.2019

To

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

Sir,

Sub:- Timely submission of APAR in r/o Group'B' & 'C' officers for the period 2018-19 – reg.

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Please refer to this office letter of even number dated 23.07.2019 on the above subject, wherein the time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW web portal was circulated.

In this regard, all the Group 'B' & 'C' officers may be informed that, on completion of APAR, the Officer Reported Upon shall view the APAR and may either accept it or choose to represent. If the Officer Reported Upon does not accept the APAR, he can represent online alongwith any reference document in support of his representation within 15 days of communication in 'MY PAR' tab.

भवदीय / Yours faithfully,

1/8/19

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

Copy to: **All Section Heads / P.R.O ., Central Excise Head Quarters Office,Kochi.**
The Superintendent (Systems), Hqrs., Kochi for uploading the letter in the Website.