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. 748/19 **Date: 09.10.2019**

To

The Deputy / Assistant Commissioner,
Central Tax & Central Excise Division,
Thrissur / Chalakudy/ Ernakulam/
Kakkanad/ Division.

Sir/Madam,

Sub:-Updation of data in SPARROW CBIC - Reg.

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It has been noticed that more than one SPARROW – CBIC accounts have been mapped against some officers names. Such officers may be requested to visit DGHRD website www.dghrdcbic.gov.in (Go to HRM 2, then SPARROW-CBIC, then Request Forms and click on Link to Surrender SPARROW-CBIC account) and fill up the form to specify which account they would like to retain immediately, failing which their active account might be suspended.

All Group 'B' and 'C' officers may be requested to use the Employee Details facility in https://edgevpn.rcil.gov.in to submit Update request for their Name, Place of Posting, Designation etc. by 14.10.2019.

All the officers, who have forgotten their VPN password, may be requested to intimate their Name, Designation, VPN ID/Email ID, Mobile Number to the respective Alternate Custodian/ Custodian for resetting their VPN password.

भवदीय / Yours faithfully,

9/10/19

(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.
P.S to Pr.Commissioner/Steno to Additional/Joint Commissioner,
Central Tax & Central Excise Head Quarters, Kochi.