भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर और केन्द्रीय उत्पाद शुल्क, कोच्चि,
CENTRAL TAX & 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: 0484-2390404

C.No.II/9/2/2020-Conf.Cx. Date: 14.05.2020

To

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

Sir/Madam,

Sub: Online writing of APARs in SPARROW-CBIC for Group 'B' & 'C' Officers and "Other than IRS (C&CE) Group 'A' Officers" for the year 2019-20 – Reg.

DGHRD, New Delhi vide letter F. No.38/BVS/DGHRD(HRM-I)/SPARROW-CBIC/2020 dated 08.05.2020 has directed to create the workflow for APAR for the year 2019-20 in respect of all officers/staff (Head Havaldars and above) in SPARROW-CBIC not later than **20th May, 2020** and also to complete Section-I in the APAR by **25th May, 2020**.

It is, therefore, requested that the particulars in respect of all Group 'B' and 'C' officers (Head Havaldars and above) under your charge, including the officers who have gone on long leave/ training/ foreign assignment, may be furnished in the enclosed proforma so as to reach this office on or before **18.05.2020**.

The details of the officers, who are yet to be mapped in SPARROW-CBIC, may be sent in the enclosed 'Annexure-I' and the details of the officers for whom gov.in/nic.in email ID have not been created, may be furnished in the enclosed 'Annexure-II' for onward submission to DGHRD, New Delhi.

The following details of the officers, who have demitted offices or retired/ will be retiring on superannuation during the period from February 2020 to July, 2020, may also be furnished to this office for requesting NIC to retain their gov.in/nic.in email ID till the respective cut-off dates of the APAR for the year

2019-20 so as to enable them to report/review the APARs of their subordinate officers.

Sl. No.	Name & designation	Emp code	Email ID	Date of retirement

This may be treated as **most urgent**.

Yours faithfully,

14/5/20

Encl: As above.

(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 (EDP) to upload in the website.

PROFORMA

1.	**Name of the officer**	
2.	**Mobile Number**	
3.	**Office(s) during the period of APAR** (from 01.04.2019-31.03.2020)	
4.	**Date of Birth**	
5.	**Present Grade / Post**	
6.	**Date of appointment to the present grade / post**	
7.	Employee **Code** (as shown in SPARROW-CBIC)	

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**
..... days				

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 2018-19 :

13. Date of filing the immovable property return (IPR) for the year ending December 2019 (as on 01.01.2020) -

Signature of the Officer

ANNEXURE-I

DATA REQUIRED BY DGHRD FOR MAPPING IN SPARROW-CBIC

THIRUVANANTHAPURAM GST ZONE - KOCHI GST COMMISSONERATE

SL NO	TITLE Shri/Smt.	FIRST NAME	MIDDLE NAME	LAST NAME	DESIGNATION	ZONE/DIRECTORATE	CURRENT POSTING	WHETHER ON LOAN/ DEPUTATION	Email ID	MOBILE NUMBER	EMP. CODE	DATE OF BIRTH	DATE OF RETIREMENT	DATE OF JOINING IN THE DEPT.	REMARKS

ANNEXURE-II

DATA REQUIRED BY DGHRD FOR EMAIL ID CREATION AND MAPPING IN SPARROW-CBIC

THIRUVANANTHAPURAM GST ZONE - KOCHI GST COMMISSONERATE

SL NO	TITLE Shri/Smt.	FIRST NAME	MIDDLE NAME	LAST NAME	DESIGNATION	ZONE/DIRECTORATE	CURRENT POSTING	WHETHER ON LOAN/ DEPUTATION	MOBILE NUMBER	DATE OF BIRTH	DATE OF RETIREMENT	DATE OF JOINING IN THE DEPT.	REMARKS