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: concxcochin@live.in Fax: 0484-2390608 Phone: 0484-2396654

GEXCOM/II/(9)/3/2020-VIG दिनांक/Date:16.11.2020

To

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

Sir,

Sub: Timely submission of APAR in r/o Group 'B' & 'C' officers for the period 2019-2020- Reg.

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Please refer to this office letter of even number dated 17.08.2020 and 03.09.2020, wherein the time schedule for generation and recording of APAR for the year 2019-2020 online through SPARROW web portal was circulated.

In this regard, all the Group 'B' and 'C' officers may be informed that, on completion of APAR/NRCs, the Officer Reported Upon shall view the APAR/NRCs and may either accept it or choose to represent. NRC may be sent to CR Section for closing. If the officer Reported Upon does not accept the APAR, he can represent online alongwith any reference document in support of his representation in 'MY PAR' tab within 15 days from the date of disclosure.

Yours faithfully,

I/45096/2020(6)

Signed by Suresh Babu P G
Date: 16-11-2020 17:06:44
Reason: Approved

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

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

The Superintendent (Systems), Kochi (to upload in the website)