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
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX AND CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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GEXCOM/II/(9)/3/2020-VIG **दिनांक/Date:26.10.2021**

Sub: **Timely completion of APARs for the period 2020-2021 in respect of Group 'B' and 'C' officers in SPARROW-CBIC– Reg.**

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Please refer to this office letters of even number dated 12.04.2021, 20.04.2021, 05.07.2021, 25.08.2021 & 23.09.2021 regarding online writing of APARs for the period 2020-2021 in respect of Group 'A', 'B' and 'C' officers in SPARROW-CBIC.

As per DGHRD's letter F.No.40/BVS/DGHRD(HRM-I)/APAR/SPARROW-IRS/2020 dated 22nd June, 2021, the due date by which the report to be completed by Reviewing Officer for the reporting period 2020-21 is **15th November, 2021**. Hence, all the concerned officers are requested to complete their task within the stipulated time.

Digitally Signed by Padmanaban Senthil Kumar
Date: 27-10-2021 10:40:07
Reason: Approved.

Further, DGHRD has issued Help manual cum step-by-step guide for reviewing in case of APAR being force forwarded from the reporting authority level. Same is enclosed herewith for guidance.

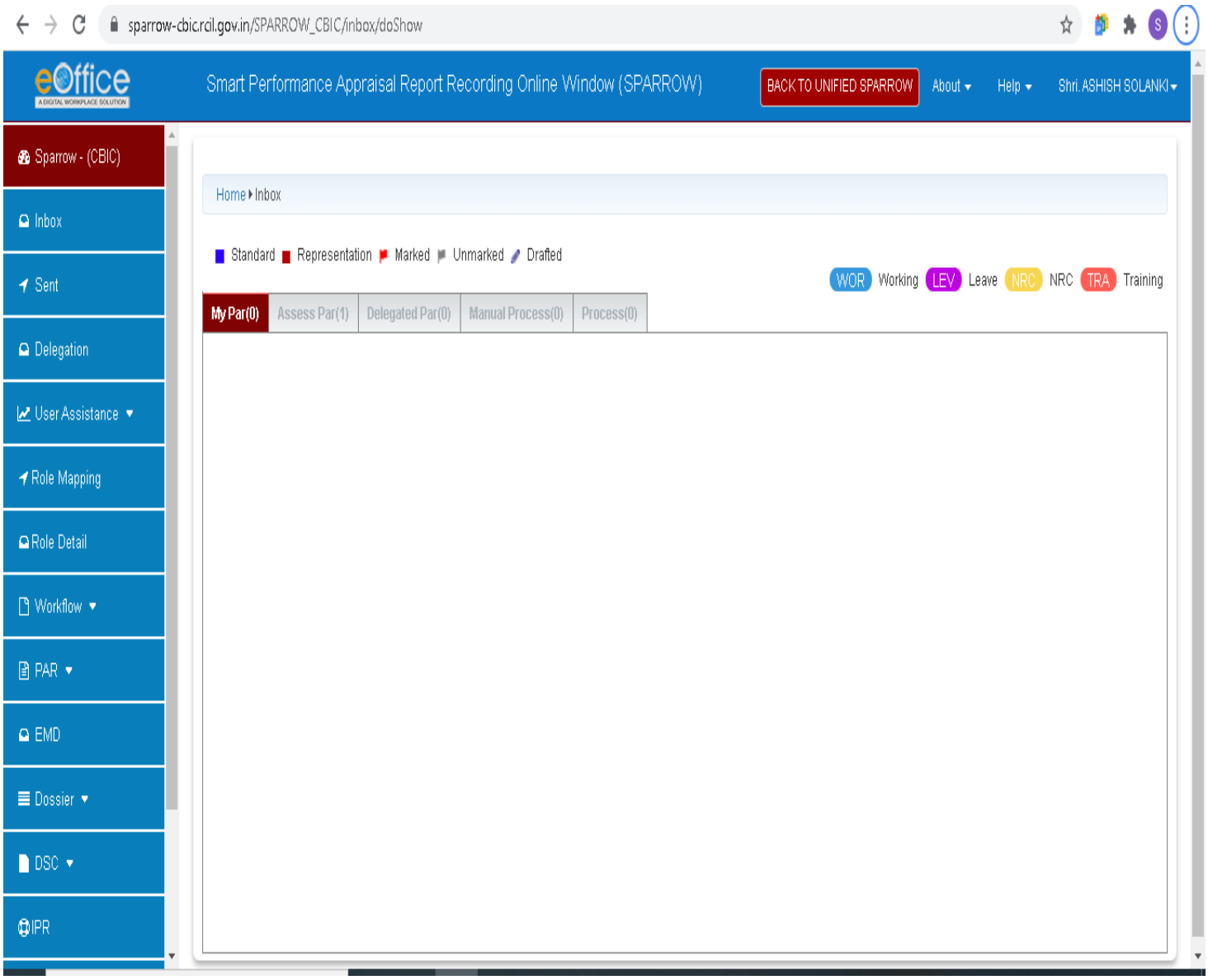
(P.Senthil Kumar)
Joint Commissioner (P&V)

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

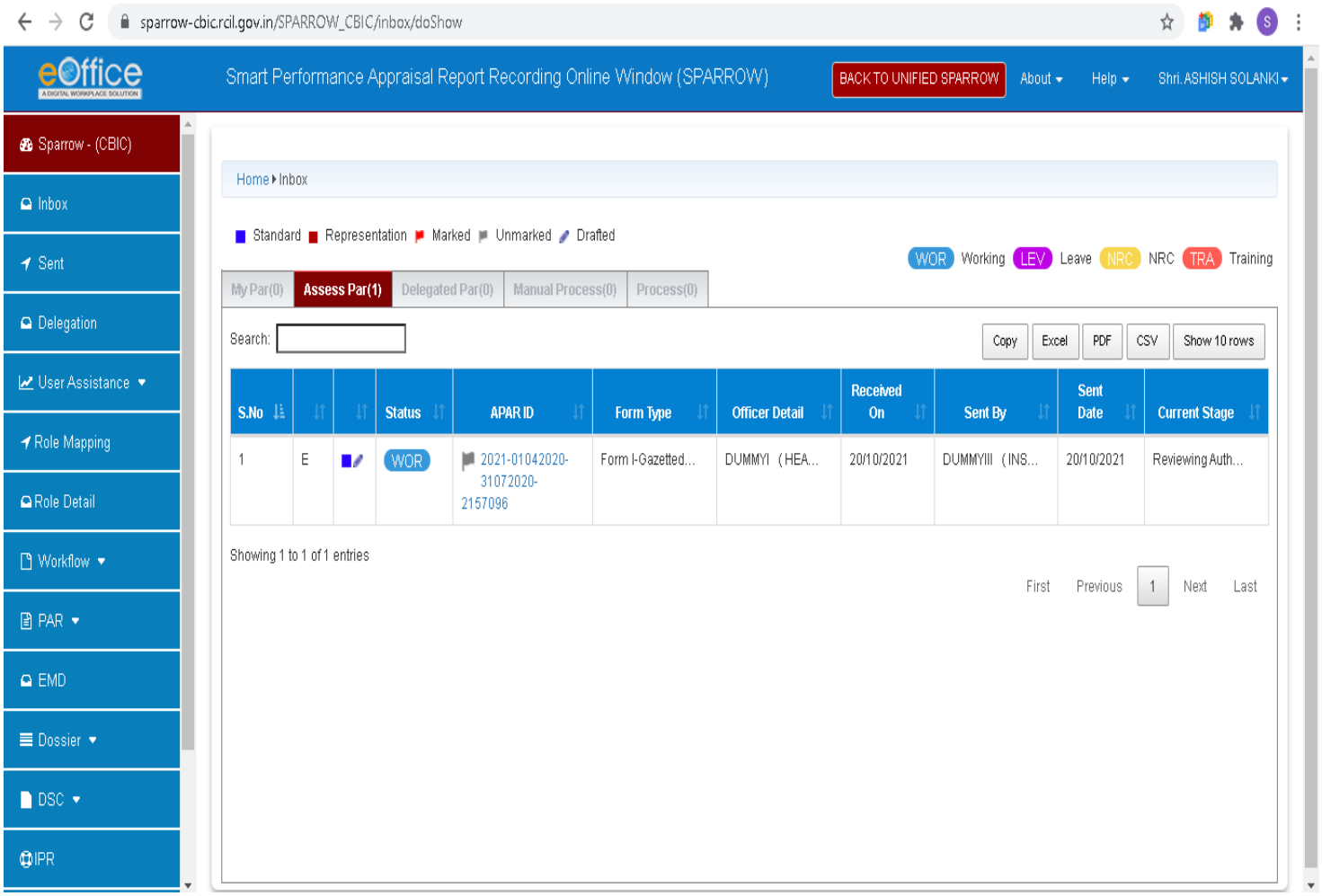
The Superintendent (Systems), Kochi (to upload in the website)

Help Manual/ Step by Step Guide for Grading of PAR by the Reviewing Officer in case of PAR being Force Forwarded from Reporting Level

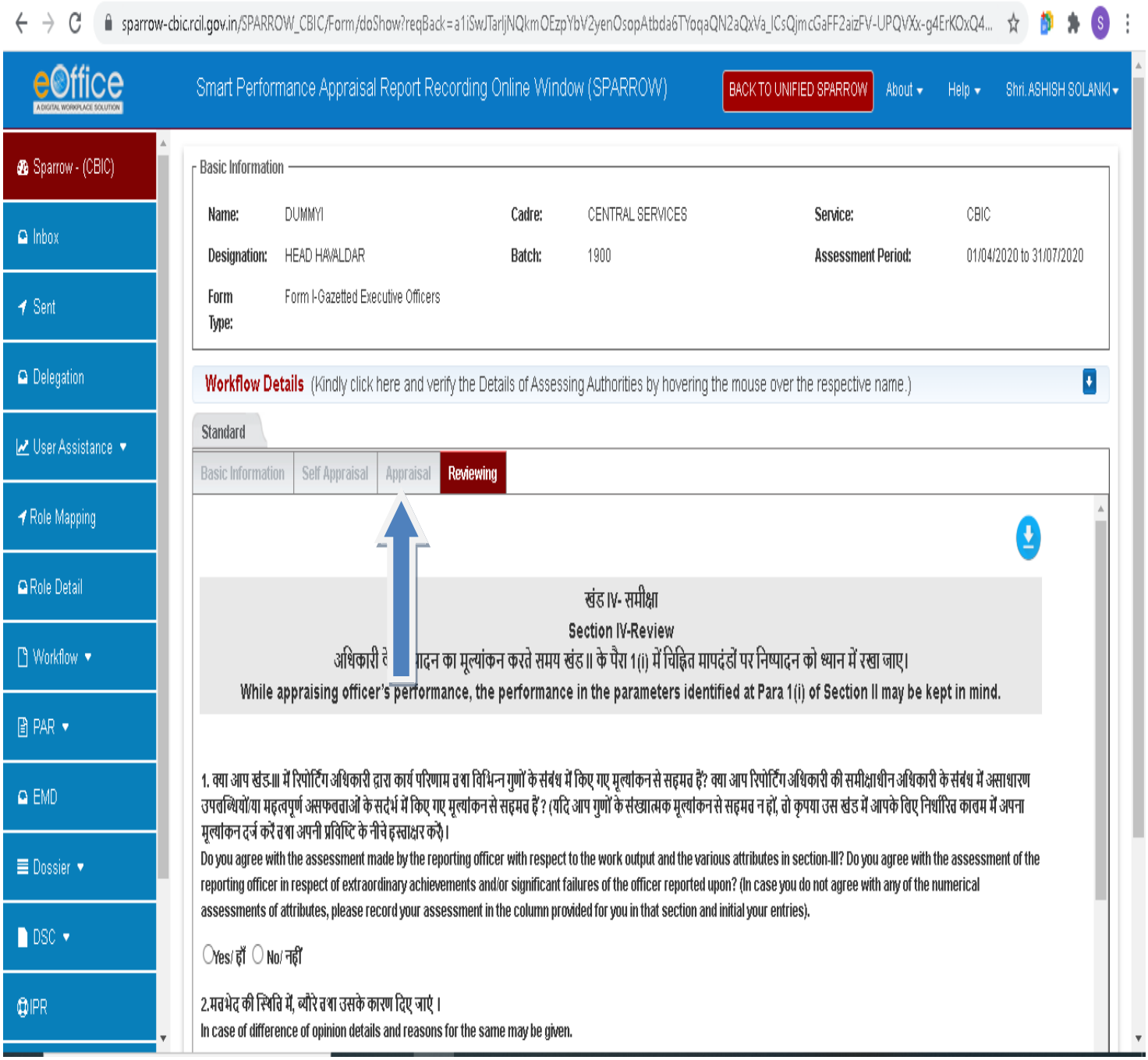
1. Login into your SPARROW-CBIC account with your SPARROW Credentials, and the following window will open:



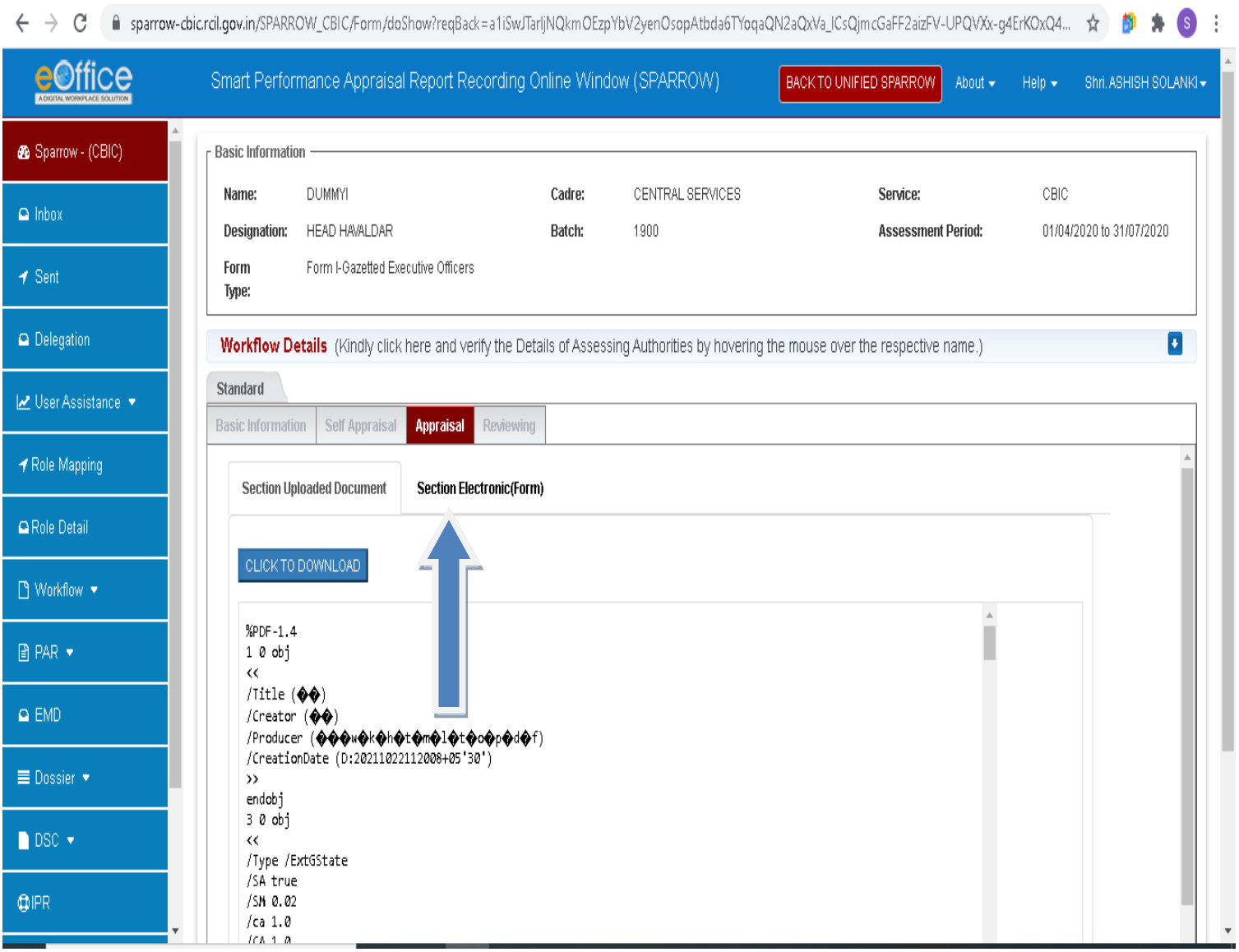
2. Click on the **“Assess Par”** tab in the top panel and the following window will appear:



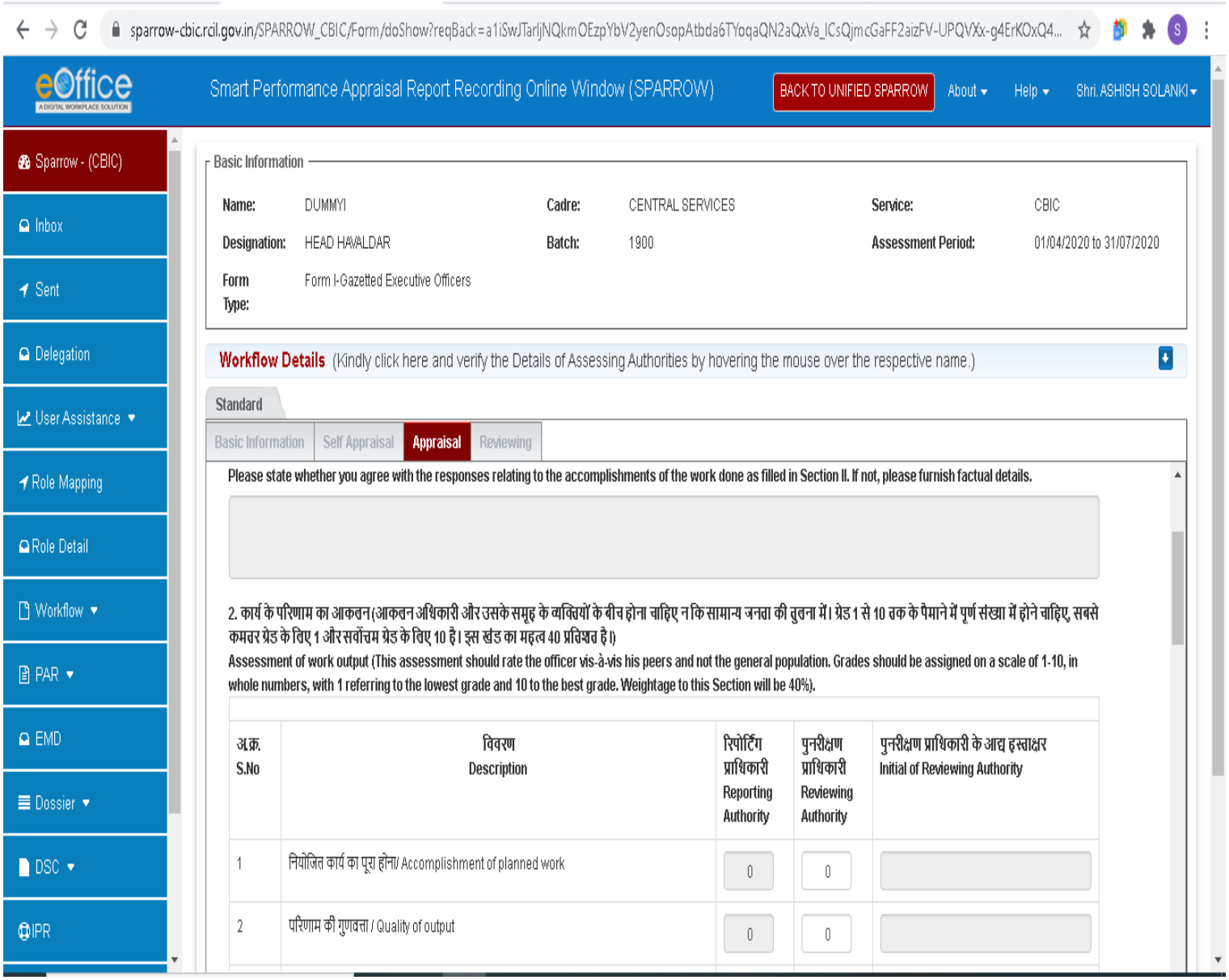
Click on the APAR ID of the PAR that you want to Review and the PAR will open and will appear as shown below:



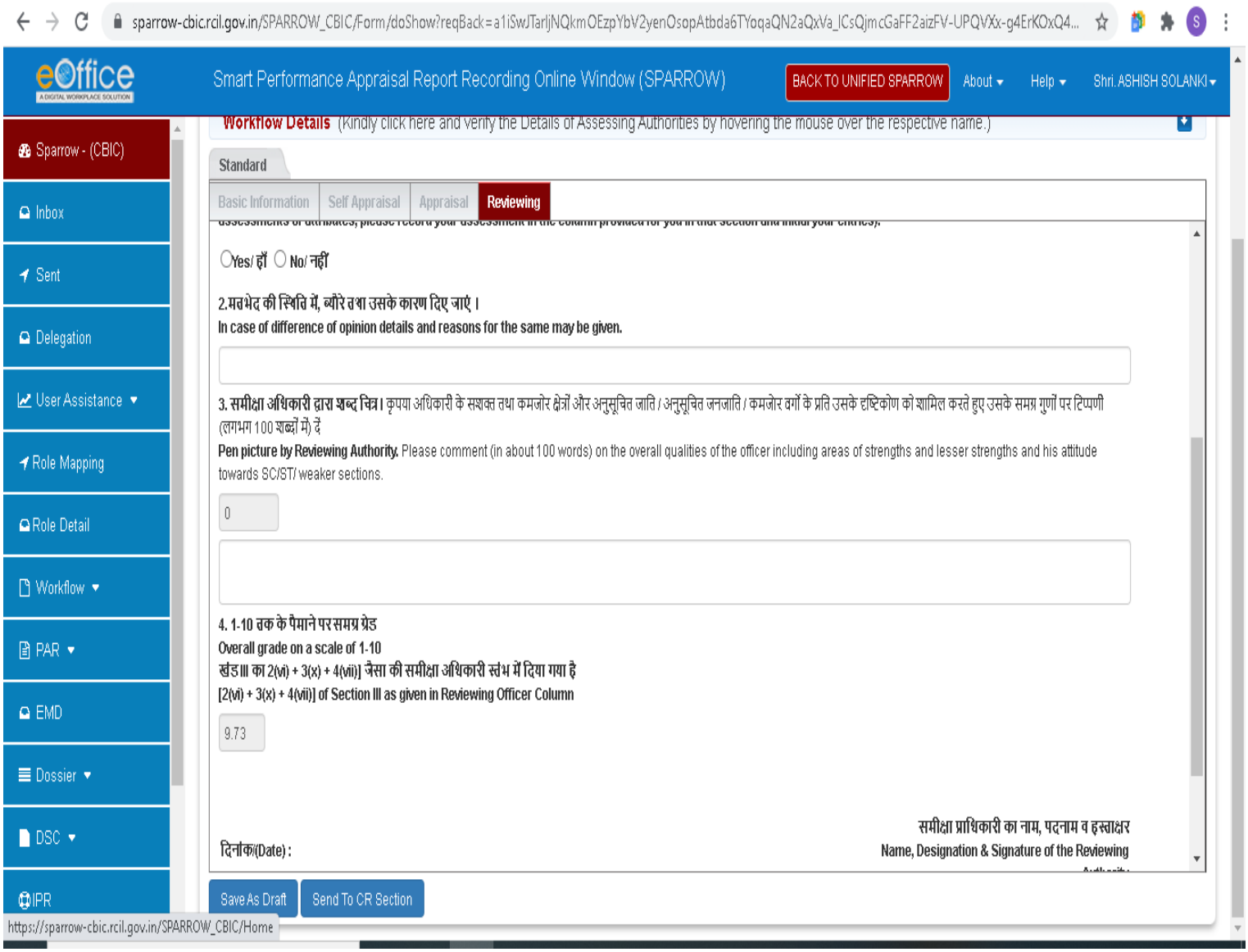
3. Click on the **"Appraisal"** tab in the top panel (as shown in above screenshot) to view the Grading accorded by the Reporting Officer , it will appear as below:



Click on the **"Section Electronic (Form)"** tab (as shown in above screenshot), just below the **Appraisal** tab and the PAR will appear as below:



4. Now, as per your assessment, award the Grades to the Officer under the Column of Reviewing Officer and then Click on the **"Reviewing"** tab in the top panel and there the Final Grades will be shown, as below:



Now, in the Point No. 1, click on “No” and the reason in Point No. 2 will be, **“The PAR was Force Forwarded from the level of Reporting Authority, hence, difference in Grades accorded.”**

Then fill the **Pen Picture** of the Officer in Point no 3 and send the PAR to CR Section.