I/1038151/2023

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
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018

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

Fax:0484-2390608 **Phone: 0484-2390404**

GEXCOM/II/(9)/3/2020-VIG दिनांक/**Date : 24.02.2023**

To

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

Sir,

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 2022-23 – Reg.

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As per the guidelines regarding time schedule for preparation/ completion of APAR, it is required to create the workflow online through SPARROW web portal for the year 2022-23 in respect of all officers/staff. It is, therefore, requested that the particulars in respect of all officers/staff including Havaldars and MTS under your charge and 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 **10.03.2023**.

The details of newly appointed officers, who are yet to be mapped in **SPARROW-CBIC ,** if any, 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 transmission to DGHRD, New Delhi. It may also be **ensured that all such officers have linked their functional mobile numbers with their Aadhaar**, for esign in SPARROW, without which it won't be possible to file APAR online.

Further, while forwarding the proforma, it may be **ensured that all Group 'B' & 'C' officers as per the pay bill for the month of February 2023 have submitted their proforma** and if any officers joined subsequently during the month of March 2023, duly filled proforma in respect of those officers may also be forwarded to this office immediately after their joining.

I/1038151/2023

This may be treated as **‘Most Urgent’.**

भवदीय / Yours faithfully,

Signed by Bindu C T
Date: 28-02-2023 12:45:21

(C.T.Bindu)
Deputy Commissioner (P&V)

Copy to : **All Section Heads, Central Tax & Central Excise Hqrs. Office, Kochi to furnish the data in respect of all Group’B’ and ‘C’ officers as stated above to Vigilance section.**

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

PROFORMA

1.	**Name of the officer**	
2.	**Mobile Number**	
3.	**Office(s) during the period of APAR (from 01.04.2022-31.03.2023)**	
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 2021-22:

13. Date of filing the immovable property return (IPR) for the year ending December 2022 (as on 01.01.2023) –

Signature of the Officer

DATA REQUIRED BY DGHRD FOR MAPPING IN SPARROW-CBIC

ANNEXURE-I

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 JOININ G IN THE DEPT.	REMARKS

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

ANNEXURE-II

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