

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 tasks within the stipulated time.

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.

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

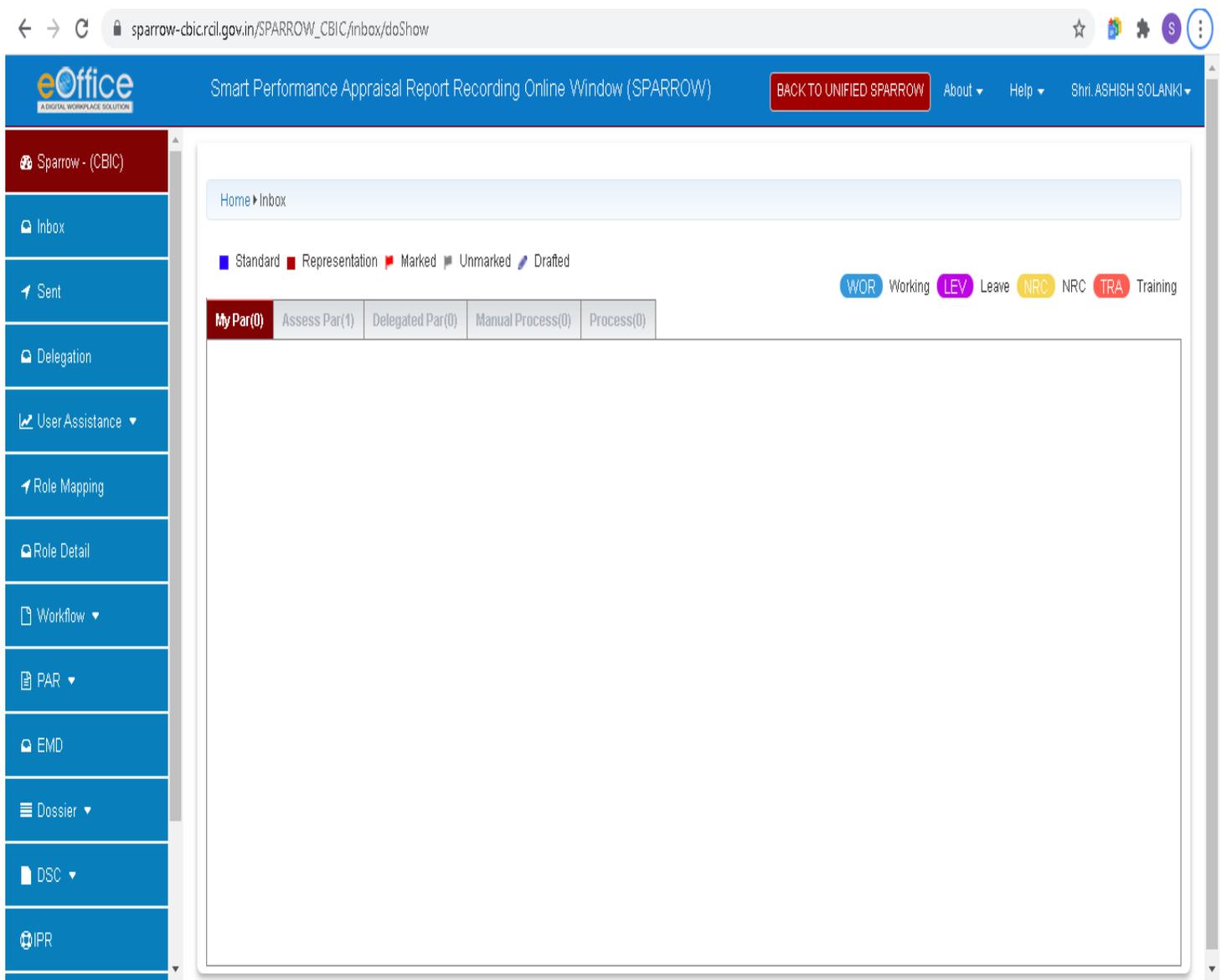
(P.Senthil Kumar)  
Joint Commissioner (P&V)

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:

The screenshot shows the SPARROW web application interface. The top panel includes the eOffice logo, the title "Smart Performance Appraisal Report Recording Online Window (SPARROW)", a "BACK TO UNIFIED SPARROW" button, and user information "Shri. ASHISH SOLANKI". The left sidebar contains navigation options: Sparrow - (CBIC), Inbox, Sent, Delegation, User Assistance, Role Mapping, Role Detail, Workflow, PAR, EMD, Dossier, DSC, and IPR. The main content area shows the "Assess Par(1)" tab selected. Below the tabs, there are filters for status (Standard, Representation, Marked, Unmarked, Drafted) and type (WOR, LEV, NRC, TRA). A search bar and export options (Copy, Excel, PDF, CSV, Show 10 rows) are present. The table below contains one entry:

S.No			Status	APAR ID	Form Type	Officer Detail	Received On	Sent By	Sent Date	Current Stage
1	E		WOR	2021-01042020-31072020-2157096	Form I-Gazetted...	DUMMYI (HEA...	20/10/2021	DUMMYIII (INS...	20/10/2021	Reviewing Auth...

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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

The screenshot displays the SPARROW web application interface. The top navigation bar includes the 'eOffice' logo, the title 'Smart Performance Appraisal Report Recording Online Window (SPARROW)', and a 'BACK TO UNIFIED SPARROW' button. The left sidebar contains various menu items such as 'Sparrow - (CBIC)', 'Inbox', 'Sent', 'Delegation', 'User Assistance', 'Role Mapping', 'Role Detail', 'Workflow', 'PAR', 'EMD', 'Dossier', 'DSC', and 'IPR'. The main content area is divided into sections: 'Basic Information', 'Workflow Details', and 'Appraisal'. The 'Appraisal' section is further divided into 'Standard', 'Basic Information', 'Self Appraisal', and 'Reviewing'. The 'Reviewing' tab is currently selected and highlighted in red. A blue arrow points to the 'Reviewing' tab. Below the tabs, there is a section titled 'Section IV-Review' with the following text: 'अधिकारी के ... गान का मूल्यांकन करते समय खंड II के पैरा 1(i) में चिह्नित मापदंडों पर निष्पादन को ध्यान में रखा जाए। While appraising officer's performance, the performance in the parameters identified at Para 1(i) of Section II may be kept in mind.' Below this, there is a question in Hindi and English: '1. क्या आप खंड III में रिपोर्टिंग अधिकारी द्वारा कार्य परिणाम तथा विभिन्न गुणों के संबंध में किए गए मूल्यांकन से सहमत हैं? क्या आप रिपोर्टिंग अधिकारी की समीक्षाधीन अधिकारी के संबंध में असाधारण उपलब्धियों/या महत्वपूर्ण असफलताओं के संदर्भ में किए गए मूल्यांकन से सहमत हैं? (यदि आप गुणों के संख्यात्मक मूल्यांकन से सहमत नहीं, तो कृपया उस खंड में आपके लिए निर्धारित कालम में अपना मूल्यांकन दर्ज करें तथा अपनी प्रविष्टि के नीचे हस्ताक्षर करें।) Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section-III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon? (In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initial your entries).' Below the question, there are radio buttons for 'Yes/हाँ' and 'No/नहीं'. At the bottom, there is another question in Hindi and English: '2. मतभेद की स्थिति में, ब्यौरे तथा उसके कारण दिए जाएं। In case of difference of opinion details and reasons for the same may be given.'

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:

← → ↻ sparrow-cbic.rail.gov.in/SPARROW\_CBIC/Form/Show?reqBack=a1iSwJTarijNQkmOEzPvYbV2yenOsoPAtbda6TYoqaQN2aQxVa\_ICsQjmcGaFF2aizFV-UPQVXx-g4ErKOxQ4... ☆

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Sparrow - (CBIC)

- Inbox
- Sent
- Delegation
- User Assistance ▾
- Role Mapping
- Role Detail
- Workflow ▾
- PAR ▾
- EMD
- Dossier ▾
- DSC ▾
- IPR

**Basic Information**

<b>Name:</b>	DUMMYI	<b>Cadre:</b>	CENTRAL SERVICES	<b>Service:</b>	CBIC
<b>Designation:</b>	HEAD HAWALDAR	<b>Batch:</b>	1900	<b>Assessment Period:</b>	01/04/2020 to 31/07/2020
<b>Form Type:</b>	Form I-Gazetted Executive Officers				

**Workflow Details** (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

**Standard**

Basic Information | Self Appraisal | **Appraisal** | Reviewing

Section Uploaded Document | **Section Electronic(Form)**

[CLICK TO DOWNLOAD](#)

```
%PDF-1.4
1 0 obj
<<
  /Title ( )
  /Creator ( )
  /Producer ( )
  /CreationDate (D:20211022112008+05'30')
>>
endobj
3 0 obj
<<
  /Type /ExtGState
  /SA true
  /SN 0.02
  /ca 1.0
  /CA 1.0
```

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

← → ↻ sparrow-cbicrcil.gov.in/SPARROW\_CBIC/Form/doShow?reqBack=a1iSwTarljNQkmOEzpYbV2yenOsopAtbda6TYoqaQN2aQxVa\_ICsQjmcGaFF2aizFV-UPQVXx-g4ErKOxQ4... ☆ ⚙️ S

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Sparrow - (CBIC)

Inbox

Sent

Delegation

User Assistance ▾

Role Mapping

Role Detail

Workflow ▾

PAR ▾

EMD

Dossier ▾

DSC ▾

IPR

**Basic Information**

**Name:** DUMMY1      **Cadre:** CENTRAL SERVICES      **Service:** CBIC

**Designation:** HEAD HAWALDAR      **Batch:** 1900      **Assessment Period:** 01/04/2020 to 31/07/2020

**Form Type:** Form I-Gazetted Executive Officers

**Workflow Details** (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

**Standard**

Basic Information   Self Appraisal   **Appraisal**   Reviewing

Please state whether you agree with the responses relating to the accomplishments of the work done as filled in Section II. If not, please furnish factual details.

2. कार्य के परिणाम का आकलन (आकलन अधिकारी और उसके समूह के व्यक्तियों के बीच होना चाहिए न कि सामान्य जनता की तुलना में। ग्रेड 1 से 10 तक के पैमाने में पूर्ण संख्या में होने चाहिए, सबसे कमतर ग्रेड के लिए 1 और सर्वोत्तम ग्रेड के लिए 10 है। इस खंड का महत्व 40 प्रतिशत है।)

Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%).

अ.क्र. S.No	विवरण Description	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण प्राधिकारी के आद्य हस्ताक्षर Initial of Reviewing Authority
1	नियोजित कार्य का पूरा होना/ Accomplishment of planned work	0	0	
2	परिणाम की गुणवत्ता / Quality of output	0	0	

- 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:

← → ↻ [sparrow-cbic.rail.gov.in/SPARROW\\_CBIC/Form/doShow?reqBack=a1sWjTarijNqkmOEzpYbV2yenOsopAtbda6TYoqaQN2aQxVa\\_JCsQjmcGaFF2aizFV-UPQVXx-g4ErKOxQ4...](https://sparrow-cbic.rail.gov.in/SPARROW_CBIC/Form/doShow?reqBack=a1sWjTarijNqkmOEzpYbV2yenOsopAtbda6TYoqaQN2aQxVa_JCsQjmcGaFF2aizFV-UPQVXx-g4ErKOxQ4...) ☆ ⚙️ 👤 S

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**Sparrow - (CBIC)**

- Inbox
- Sent
- Delegation
- User Assistance ▾
- Role Mapping
- Role Detail
- Workflow ▾
- PAR ▾
- EMD
- Dossier ▾
- DSC ▾
- IPR

**Workflow Details** (Kindly click here and verify the Details of Assessing Authorities by hovering the mouse over the respective name.)

**Standard**

Basic Information | Self Appraisal | Appraisal | **Reviewing**

Assessments of authorities, please record your assessment in the column provided for you in that section and mark your entries.

Yes/हाँ  No/नहीं

2. मतभेद की स्थिति में, ब्यौरे तथा उसके कारण दिए जाएँ।  
In case of difference of opinion details and reasons for the same may be given.

3. समीक्षा अधिकारी द्वारा शब्द चित्र। कृपया अधिकारी के सशक्त तथा कमजोर क्षेत्रों और अनुसूचित जाति / अनुसूचित जनजाति / कमजोर वर्गों के प्रति उसके दृष्टिकोण को शामिल करते हुए उसके समग्र गुणों पर टिप्पणी (लगभग 100 शब्दों में) दें  
**Pen picture by Reviewing Authority.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards SC/ST/ weaker sections.

4. 1-10 तक के पैमाने पर समग्र ग्रेड  
Overall grade on a scale of 1-10  
खंड III का 2(vi) + 3(x) + 4(vii) जैसा की समीक्षा अधिकारी स्तंभ में दिया गया है  
[2(vi) + 3(x) + 4(vii)] of Section III as given in Reviewing Officer Column

दिनांक(Date):

समीक्षा प्राधिकारी का नाम, पदनाम व हस्ताक्षर  
Name, Designation & Signature of the Reviewing Authority

[https://sparrow-cbic.rail.gov.in/SPARROW\\_CBIC/Home](https://sparrow-cbic.rail.gov.in/SPARROW_CBIC/Home)

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.