To

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

Sir/Madam,

Sub:- Updation of data in SPARROW CBIC - Reg.

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It has been noticed that more than one SPARROW – CBIC accounts have been mapped against some officers names. Such officers may be requested to visit DGHRD website www.dghrdbcbic.gov.in (Go to HRM 2, then SPARROW-CBIC, then Request Forms and click on Link to Surrender SPARROW-CBIC account) and fill up the form to specify which account they would like to retain immediately, failing which their active account might be suspended.

All Group ‘B’ and ‘C’ officers may be requested to use the Employee Details facility in https://edgevpn.rcil.gov.in to submit Update request for their Name, Place of Posting, Designation etc. by 14.10.2019.

All the officers, who have forgotten their VPN password, may be requested to intimate their Name, Designation, VPN ID/Email ID, Mobile Number to the respective Alternate Custodian/ Custodian for resetting their VPN password.

भव्यी / Yours faithfully,

(सुरेश बाबू पी.जी. / Suresh Babu P.G.)

सहायक आयुक्त /Assistant Commissioner (P&V)

Copy to: All Section Heads,
Central Tax & Central Excise Head Quarters, Kochi.

The Superintendent (Systems), Hqrs., Kochi for information and necessary action and to upload the same in official website.
P.S to Pr.Commissioner/Steno to Additional/Joint Commissioner,
Central Tax & Central Excise Head Quarters, Kochi.