To

The Deputy / Assistant Commissioner,
Central Tax and Central Excise Division,
Thirissur/ Chalakkudy/ Aluva/ Perumbavoor/
Idukki/ Kakkanad/ Ernakulam.

Sir/Madam,

Sub:-- SPARROW-CBIC — Online writing of APARs for the period 2018-2019 in respect of Group ‘B’ and ‘C’ Officers – reg.

Please refer to this office letter of even number dated 23.07.2019 and 01.08.2019, wherein the time schedule for generation and recording of APAR for the year 2018-19 online through SPARROW-CBIC web portal was circulated.

2. The completed APARs/No Report Certificates (NRC) for the year 2018-19 in respect of Group ‘B’ and ‘C’ Officers have been sent for officers’ disclosure. However, only 146 APARs have been submitted for closing and around 184 APARs are still pending in their inbox of SPARROW-CBIC (‘MY PAR’ Tab).

3. In this regard, to ensure timely closure of APAR, the Group ‘B’ & ‘C’ officers may be requested to view the APAR in SPARROW-CBIC and may either accept it or choose to represent within 15 days of communication in ‘MY PAR’ Tab.

Yours faithfully,

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

Copy to: All Section Heads/ PRO, Central Excise Hqrs. Office, Kochi.

The Superintendent (EDP), Central Excise Hqrs. Office, Kochi
for uploading the letter in the Website.