



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

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

E-mail: [suptdvtig-cexcok@gov.in](mailto:suptdvtig-cexcok@gov.in) Fax: 0484-2390608 Phone: 0484-2396654

C.No.II/9/5/2018-Conf.Cx. | 1013/18

Date: 04.12.2018

To

The Deputy / Assistant Commissioner,  
Central Excise Division,  
Thrissur / Chalakkudy / Aluva / Ernakulam /  
Kakkanad / Perumbavoor / Idukky Division.

Sir,

**Sub:-Implementation of e-office Lite (SPARROW) and PIMS  
for CBIC employees - Reg.**

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In continuation to this office letter even number dated 02.11.2018 please find enclosed Chief Commissioner's letter C.No.II/9/11/2018/CC(TZ) I dated 28.11.2018 on the subject cited above, for information and necessary action.

As directed in para 2 of the CCO letter dated 28.11.2018, the details in respect of all Group 'B' and 'C' officers may please be furnished in the enclosed revised format 'Annexure I' and 'Annexure II' immediately. A soft copy of the same may also be forwarded to [concxcochin@live.in](mailto:concxcochin@live.in).

भवदीय / Yours faithfully,

  
(जॉर्ज जोसेफ / George Joseph)

सहायक आयुक्त / Assistant Commissioner (P&V)

Copy to: All Section Heads / P.R.O ., Central Excise Head Quarters  
Office, Kochi.

The Superintendent (Systems), Hqrs., Kochi for information and  
necessary action and to upload the same in official website.



URGENT

Singh (Admin)

EMAIL/FAX/SPEED POST

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CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS

मुख्य आयुक्त का कार्यालय

OFFICE OF THE CHIEF COMMISSIONER

केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क

CENTRAL TAX, CENTRAL EXCISE & CUSTOMS

तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE

केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING

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

E-mail: cccochoin@nic.in Fax: 0484-2397614 Phone: 0484-2394100/0404

C.No. II/9/11/2018/CC(TZ) I

Date: 28.11.2018

To

The Commissioner of Central Tax & Central Excise,  
Cochin/Calicut/Trivandrum/Audit, Cochin.

The Commissioner of Customs,  
Custom House/Customs Preventive, Cochin.

Sir,

**Sub:-Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees - reg.**

Jc (PEV)  
for MAM

Jc (PEV) may pl-se  
ACC (PEV)  
for NA

Kind reference is invited to letter of even number dated 09.10.2018 on the above subject and letter dated 21.11.2018 regarding format to collect data for NIC email id and SPARROW account creation. In this regard, please find enclosed DGHRD's letters F.No.8/DB/145/HRD/(HRM-II)/2017 dated 24.09.2018, 08.10.2018 and 20.11.2018 along with letter F.No.8/DB/145/HRD/(HRM-II)/2017-PRT-I dated 18.10.2018 on the above mentioned subject.

2. In this regard it is requested to send completely filled (details of all the Group B & C Officers under your Commissionerate) Annexure-I attached with above mentioned DGHRD's letter dated 20.11.2018 to this office on or before 03.12.2018. Data needed for creation of email id may also be collected from all the Group B & C officers in the revised format enclosed as Annexure-II.

Mrs. Lakshmi

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3. Further, the details of the nodal officer nominated at the Commissionerate may be Communicated for coordination with the zonal team.

Encl- As above

- Yours faithfully,

*Tiju*  
- 28/11/18

Dr. T. Tiju  
Additional Commissioner (CCO)



