

FAX / SPEED POST



NATION  
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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  
प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL 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

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सी.सं. C.No.II/9/5/2018-Conf. Cx | 384/19

दिनांक/Date: 15.05.2019

To

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

Sir,

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

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The SPARROW-CBIC Project has been implemented by the DGHRD-CBIC and is now ready for use and online APAR process can now be initiated in SPARROW-CBIC. As per DGHRD's instructions it is mandatory to file the APAR for the year 2018-19 online and no manual filing of APAR shall be permitted for officers having grade pay of Rs.1900 and above (pre-revised). The custodian nominated under your charge may be directed to keep ready the complete personal details in respect of all Group 'B' and 'C' officers who are working as on date in your formation including the officers who have gone on long leave / training / foreign assignment in the enclosed proforma so that work flow can be created. The same should be done on priority basis, **latest by 20.05.2019.**

In this connection it may be ensured that all the officers have received nic mail id, if not the names of such officers may be forwarded to this office urgently, as directed vide this office letter even number dated 25.02.2019.

Yours faithfully,

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

Copy to :- All Section Heads at Central Tax & Central Excise Hqrs. Office,  
Kochi to furnish the data in respect of all Group 'B' & 'C' officers as  
stated above to Confidential Section

✓ The Superintendent Systems to upload in the website.

**PROFORMA**

1.	Name of the officer	
2.	Mobile Number	
3.	Office during the period of APAR	
4.	Date of Birth	
5.	Present Grade / Post	
6.	Date of appointment to the present grade / post	
7.	Employee Code	

**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

**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 2017-18 :**

**13. Date of filing the immovable property return (IPR) for the year ending December 2018 -**

**Signature of the Officer**