



भारत सरकार **GOVERNMENT OF INDIA**  
वित्त मंत्रालय **MINISTRY OF FINANCE**  
राजस्व विभाग **DEPARTMENT OF REVENUE**  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**  
प्रधान आयुक्त का कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER**  
केन्द्रीय कर और केन्द्रीय उत्पाद शुल्क, कोच्चि,  
**CENTRAL TAX & CENTRAL EXCISE, KOCHI**  
केन्द्रीय राजस्व भवन, **CENTRAL REVENUE BUILDING**  
आई.एस.प्रेस रोड, कोच्चि, **I.S. PRESS ROAD, KOCHI-682 018**  
**E-mail: concxcochin@live.in Fax:0484-2390608 Phone: 0484-2390404**

GEXCOM/II/(9)/3/2020-VIG

दिनांक/Date:10.03.2021

To

**The Deputy/Assistant Commissioner,  
Central Tax & Central Excise  
Division, Ernakulam / Kakkanad / Aluva / Thrissur /  
Chalakydy/Perumbavoor /Idukki.**

Sir,

**Sub: Online writing of APARs in SPARROW-CBIC for Group  
'B' & 'C' officers and "Other than IRS (C&CE) Group 'A'  
officers" for the year 2020-21 – Reg.**

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As per the guidelines regarding time schedule for preparation/completion of APAR, it is required to create the workflow online through SPARROW web portal for the year 2020-21 in respect of all officers/staff. It is, therefore, requested that the particulars in respect of all officers/staff including Havaldars and MTS under your charge and the officers who have gone on long leave/training/foreign assignment, may be furnished in the enclosed proforma so as to reach this office on or before **22.03.2021**.

The details of newly appointed officers, who are yet to be mapped in **SPARROW-CBIC**, if any, may be sent in the enclosed 'Annexure-I' and the details of the officers for whom gov.in/nic.in email ID have not been created, may be furnished in the enclosed 'Annexure-II' for onward transmission to DGHRD, New Delhi.

It may also be **ensured that all the officers especially newly appointed officers/ Havaldars and MTS have linked their functional mobile numbers with their Aadhaar**, for esign in SPARROW, without which it won't be possible to file APAR online.

This may be treated as **'Most Urgent'**.

भवदीय / Yours faithfully,

Signed by S Suresh

Date: 10-03-2021 16:16:10

Reason: Approved

(एस. सुरेश / S. Suresh)

सहायक आयुक्त / Assistant Commissioner (P&V)

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

**The Superintendent (Systems), Kochi (to upload in the website)**

**PROFORMA**

1.	Name of the officer	
2.	Mobile Number	
3.	Office(s) during the period of APAR (from 01.04.2020-31.03.2021	
4.	Date of Birth	
5.	Present Grade / Post	
6.	Date of appointment to the present grade / post	
7.	Employee Code (as shown in SPARROW-CBIC)	

**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
..... days				

**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 2019-20 :**

**13. Date of filing the immovable property return (IPR) for the year ending December 2020 (as on 01.01.2021) -**

**Signature of the Officer**



