

I/273402/2021

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: concxcochin@live.in Fax: 0484-2390608 Phone: 0484-2396654

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

दिनांक/Date:23.09.2021

**Sub: Timely completion of APARs for the period 2020-2021
 in respect of Group 'B' and 'C' officers in SPARROW-CBIC-
 Reg.**

Please refer to this office letters of even number dated 12.04.2021, 20.04.2021, 05.07.2021 and 25.08.2021 regarding online writing of APARs for the period 2020-2021 in respect of Group 'A', 'B' and 'C' officers in SPARROW-CBIC.

As per DGHRD's letter F.No.40/BVS/DGHRD(HRM-I)/APAR/SPARROW-IRS/2020 dated 22nd June, 2021, the due date by which the report to be completed by Reporting Officer and Reviewing Officer for the reporting period 2020-21 is **30th September, 2021** and **15th November, 2021** respectively. Hence, all the concerned officers are requested to complete their task within the stipulated time. The process is to be closely monitored by the Deputy/Assistant Commissioners concerned.

(P.Senthil Kumar)
 Joint Commissioner (P&V)

**Copy to : The Deputy/Assistant Commissioner, Central Tax & Central
 Excise, Division, Ernakulam/Kakkanad/Aluva/Thrissur/
 Chalakudy/ Perumbavoor/Idukki.**

All Section Heads, Central Tax & Central Excise Hqrs. Office.

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