

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

दिनांक/Date:16.11.2021

To

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

Sir,

**Sub: Timely submission of APAR in r/o Group
'B' & 'C' officers for the period 2020-2021- Reg.**

Please refer to DGHRD's letter F.No.40/BVS/DGHRD(HRM-I)/APAR/SPARROW-IRS/2020 dated 22nd June, 2021, wherein the extended time schedule for generation and recording of APAR for the year 2020-2021 online through SPARROW web portal was circulated.

In this regard, all the Group 'B' and 'C' officers may be informed that, on completion of APAR/NRCs, the Officer Reported Upon shall view the APAR/NRCs and may either accept it or choose to represent. NRC may be sent to CR Section for closing. If the officer Reported Upon does not accept the APAR, he can represent online alongwith any reference document in support of his representation in 'MY PAR' tab **within 15 days from the date**

of disclosure.

In view of the above, it is requested to ensure that requisite action on APAR 2020-2021 is taken by all officers in your formation urgently.

Yours faithfully,

(S.Suresh)

Assistant Commissioner (P&V)

**Copy to : All Section Heads, Central Tax & Central Excise
Hqrs. Office, Kochi.**

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