



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER
केंद्रीय कर और केंद्रीय उत्पाद शुल्क CENTRAL TAX AND CENTRAL EXCISE
कोच्चि आयुक्तालय KOCHI COMMISSIONERATE
सी.आर बिल्डिंग, आई.एस. प्रेस रोड, कोच्चि 682018 C.R. BUILDING, I.S. PRESS ROAD, KOCHI- 682018
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GEXCOM/II/(9)/3/2020-VIG

दिनांक/Date: 09.01.2025

To

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

Sir/Madam,

**Sub: Timely completion of APARs for the period 2023-2024
in respect of Group 'B' and 'C' officers in
SPARROW-CBIC- Reg.**

It is informed that the APARs/NRCs for the financial year 2023-24 in respect of all Group B & C officers has been disclosed to the officers by the custodian. The Officer Reported Upon shall view the APARs/NRCs and may either accept it or choose to represent the APARs. If the officer Reported Upon does not accept the APAR, he can represent online alongwith any reference document in support of his representation **within 15 days from the date of disclosure.**

It is, therefore, requested that all the officers may be directed to process/access their APARs/NRCs in SPARROW-CBIC immediately. In case the officers accept their APARs/NRCs, they may click on "I accept" button for sending the APARs for closing.

Yours faithfully,

**(Maya Kurian)
Deputy Commissioner (P&V)**

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

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