



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
 कोच्ची आयुक्तालय KOCHI COMMISSIONERATE
 सी.आर बिल्डिंग, आई.एस. प्रेस रोड, कोच्ची- 682018 C.R. BUILDING, I.S. PRESS ROAD, KOCHI- 682018
 E-mail: concxcochin@live.in Fax: 0484-2390608 Phone: 0484-2396654
 सी.सं. GEXCOM/VIG/APAR/GR-B/10/2025-VIG दिनांक/Date: 01.04.2025

Sub: Online writing of APAR in SPARROW-CBIC for Group 'B' and 'C' Officers/Staff and "Other than IRS (C&IT) Group 'A' Officers" for the year 2024-25- Reg .

Please find enclosed herewith the letter received from the Principal Additional Director General, HRM-I, DGHARD on the above subject.

2. As per the said letter, the due date by which the self-appraisal to be submitted to reporting officer, submission of report by reporting officer to reviewing officer and report to be completed by Reviewing officer for the reporting period 2024-25 is **15th April 2025, 30th June 2025 & 31st July 2025** respectively. Hence, all the concerned officers are requested to complete their task within the stipulated time.

3. In this regard, it is informed that the APAR for the financial year 2024-2025 in respect of all Group B & C officers has been generated. The officers reported upon should fill in self appraisal in Section II and submit the APAR for Reporting well **before 15th April 2025**. Officers are advised not to wait for last date and complete the APAR as early as possible.

4. All the **Supervisory Officers need to ensure that** all Group 'B' & 'C' officers under their jurisdiction should forward their APARs to the Reporting Authority immediately in SPARROW-CBIC, after completing self-appraisal in Section-II of APAR.

5. It is also requested to **intimate the details of the officers, if any, whose APARs for the above period have not been generated, to this office immediately.** The process is to be closely monitored by the **Deputy/Assistant Commissioners concerned.**

Encl : As above

(Rani C.R)
Additional Commissioner (P&V)

To,

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

Copy to,

- 1. All Section Heads, Central Tax & Central Excise Hqrs. Office, Kochi.**
- 2. The Superintendent (Systems), Kochi (to upload in the website)**