



Directorate General of Human Resources Development  
Central Board of Excise & Customs,  
Bhai Vir Singh Sahitya Sadan, 3<sup>rd</sup> Floor, Bhai Vir Singh Marg  
Gole Market, New Delhi-110 001  
**Fax : 011-23748050 (www.dghrdcbec.gov.in)**

F No. 8/B/309/HRD(HRM)/APAR/2016-Pt-I(contd)

Dated: .08.2017

To,

The Principal Chief Commissioner / Chief Commissioner (All),  
The Principal Director General / Director General (All),  
The Principal Commissioner / Commissioners i/c of Directorates (All),  
The Principal Commissioner / Commissioner (All),  
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.

Sir,

**Subject: Information required regarding creation of NIC E-mail Ids and Registration in SPARROW module for Group-A officers -reg.**

The online writing of APAR for Group 'A' officers of CBEC has been implemented by using SPARROW utility w.e.f the APAR for year 2016-17. The essential requirement for implementation of SPARROW is that the officer's NIC email ID should be registered in SPARROW. Those officers who are not registered in SPARROW need to send information mentioned in the Annexure "A" to get themselves registered in APAR online for APAR year 2017-18.

2. Also, the officers not having NIC E-mail Id can send request for creation of email-id by filling Annexure "B". Further the officer also needs to fill Annexure "A" of APAR to get themselves registered in SPARROW

3. The details asked in the Annexure can be sent to Shri Ajay Luhach, Assistant Director (HRM-I), DGHRD, CBEC, Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir

New Delhi-110001, Fax: 011-23340315. These details may also be sent via email to help.sparrowcbec@gov.in

डी.जी.एल.आर.डी. (DVSBS)  
प्र.सं. 5797-5857  
दिनांक 29/8/17  
प्रति

Encl: as above

Yours faithfully

  
Samjiti Goel Saran  
Joint Director (HRM-I)



