



**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

Dated: 17 .01.2017

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/ Commissioners(All),  
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.

Sir/Madam,

**Subject:** Online filing of IPR in SPARROW for the year 2016-reg.

As you are aware that the online filing of IPR for Group 'A' officers of CBEC has been made operational with effect from 1<sup>st</sup> January, 2017.

2. It has been brought to notice that few officers are facing problem while logging in to SPARROW and thus finding difficulty in filing IPR online. Group 'A' officers are advised that in case they are facing persistent problem in logging in for online filing of IPR, they should file IPR manually in physical form (as was being done earlier) before the last date of filing the IPR, i.e., 31<sup>st</sup> January, 2017.

3. The IPR module provides for uploading of scanned copy of physically filed IPR also. All the officers are further advised that in case they have filed the IPR manually, they should upload the scanned copy of physically filed IPR in the IPR module of SPARROW as soon as their problem related to logging in SPARROW is resolved.

4. All those officers who are filing physical IPR are also advised to send a copy of the IPR by email to Shri Anish Upadhyay (Assistant Director, HRM) at the email id: ipr.dghrd@gov.in.

This issues with the approval of DG, DGHRD.

Yours faithfully,

दी.जी.ए. ३०९/१७  
प्र.सं. ४५०८२  
दि. १७/०१/१७

Manish  
17/1/2017  
(Manish Goyal)  
Additional Director