



Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 3rd 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/Pt-III/2016

Dated: 25.08.2017

To
The Director General,
NACIN Complex
Sector-29
Faridabad -121 008

Respected Sir

Subject: Creation of NIC E-mail Ids, registration in SPARROW module and sending APARs. NRC, IPR for 67th and 68th batch probationers -reg.

All group A IRS officers need to be registered in SPARROW to file their APAR, IPR online. From our records, it is seen that most officers of 67th and 68th batches are not registered in SPARROW module, nor have a NIC email id (required for SPARROW registration).

The officers not having NIC E-mail Id can send request for creation of email-id by filling Annexure "A". Further they also need to fill Annexure "B" to get themselves registered in SPARROW.

2. Those officers who already have NIC mail id can just mention that email id and fill out the form B for registration in SPARROW module.

3. APARs/ NRCs/ IPRs for officers of 67th batch for the year 2015-16, 2016-17 and for officers of 68th batch for the year 2016-17 need to be sent immediately to HRM-I for uploading in SPARROW. The same may be sent to Pr. ADG(HRM-I),

DGHRD, CBEC, Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg, Gole Market, New Delhi-110001, Fax: 011-23340315.

4. The details asked in the Annexures A and B may be sent through email to help.sparrowcbec@gov.in

Yours faithfully


Samriti Goel Saran
Joint Director (HRM-I)

Encl: as above

