



Directorate General of Human Resources Development
Central Board of Excise & Customs,
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F No. 8/B/309/HRD(HRM)/APAR/2016-Pt-IV Dated: 23.02.2017

To

The Principal / Chief Commissioners of Customs & Central Excise (All)
The Principal / Director Generals of Customs and Central Excise (All)
The Commissioner I/C of Directorates (All)
The Commissioner, Settlement Commission (All)
The Commissioner, CESTAT(All)
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Sir,

Subject: Online filing of APAR in SPARROW for IRS (C&CE) officers-reg.

As you are aware that w.e.f 01.04.2017, the Annual Performance Appraisal Report (APAR) has to be filed online by each Group 'A' officer of IRS (C&CE). For filing APAR online, the officer has to access SPARROW by logging into <https://sparrow-irs.eoffice.gov.in>. It is clarified that it is mandatory to file the APAR for the year 2016-17 online and no manual filing of APAR shall be permitted.

2. For filing APAR online in SPARROW, the most critical and essential requirements are:

- (i) The officer should have NIC email ID in his personal name which is registered in sparrow.
- (ii) The officer should have an Aadhaar number which is linked to his present mobile number.

3. Vide this office letters of even number dated 16/17.02.2017, the list of NIC email ID of officers who have been registered in SPARROW in respect of each Zone/ Directorate was sent and it was requested that each Group 'A' officer of IRS(C&CE) should complete following actions before 20th Feb 2017 for smooth roll out of SPARROW:

- (i) Each officer should login to SPARROW by visiting url **<https://sparrow-irs.eoffice.gov.in>** with his user ID (nic email ID before @).
- (ii) After logging in SPARROW, verify the Aadhaar number which is done by verifying OTP received on his/her mobile number.

4. A confirmation in respect of names of officers of your Zone who have logged into SPARROW and verified Aadhaar may be sent to this office latest by 28th Feb 2017.

5. In case of any query, the helpdesk may be contacted on email ID help.sparrowcbec@gov.in. The step by step guide for different roles as Custodian, PAR Manager, Officer Reported Upon, Reporting Officer and Reviewing Officer has been uploaded on the homepage of DGHRD website i.e. dghrdcbec.gov.in.

Yours faithfully

Manish
23/2/17

Manish Goyal
Additional Director (HRM-I)

