

REMINDER



**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/2016-PtIII

Dated: 15.03..2018

To

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

Sir / Madam,

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

Please refer to the DGHRD letter no. F.No 8/B/309/HRD(HRM)/APAR/2016-PtI dated 08.02.2018 on the above mentioned subject.

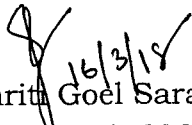
It is reiterated that the essential requirement for implementation of SPARROW is that the officer's NIC email ID should be registered in SPARROW. The officers who are not registered in SPARROW need to send duly filled Annexure "B" (attached herewith) to this office for necessary action.

2. Also, the officers not having NIC E-mail Id can send request for creation of email-id by filling Annexure "A". These officers are subsequently required to fill Annexure "B" to get themselves registered in SPARROW.

3. Further, in case of officers already registered in SPARROW, if any wrong personal details like Batch, designation, posting etc. are showing, then such details may be communicated to email id help.sparrowcbec@gov.in for necessary action.

4. The details asked in the above mentioned Annexures can be sent to Shri Ajay Luhach, Assistant Director (HRM-I), DGHRD, CBEC, Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg, Gole Market, New Delhi-110001, Fax: 011-23340315. These details may also be sent through email in excel format to help.sparrowcbec@gov.in

Yours faithfully


16/3/18
Samrita Goel Saran
Joint Director (HRM-I)

Encl: as above

Annexure-A-request for Nic email Id Creation

First Name	Last Name	Employee Id	Designation	Ministry/Department	State	Mobile No.(10 Digit Numerals)	Date of Retirement/Format(DD-MM-YYYY)	Preferred Email Id/Login Id	Date of Birth/Format(DD-MM-YYYY)
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Annexure-B-request for Registration in SPARROW

Employee Id	Appellation	Name	Gender	Date of Birth/Format(DD-MM-YYYY)	Religion	Category	Commissionerate/Directorate	Date of Posting in present Commissionerate/Directorate	Batch	Nic/Gov email Id	Adhaar No.	Designation	Date of Appointment in present rank
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