



**Directorate General of Human Resources Development
Central Board of Excise & Customs,
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F.No.8/B/309/HRD(HRM) /APAR/2016

Dated: 21.03.2018

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 I/ 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: Guidelines for issuance of NRC in SPARROW online reporting
- reg.**

NRC on SPARROW from APAR year 2017-18

SPARROW provides for the facility of issuance of NRC in online mode. As per letter no F. No 8/B/72/HRD(HRM)/2014 dated 03.09.2014, the NRC will be issued with the approval of Competent Authority.

2. The system of workflow generation and issuing of NRC in SPARROW has been modified to provide for the approval of Competent Authority. The new procedure for generation of NRC is as follows:-

- a. **PAR Manager** would generate the workflow for NRC for the Officer Reported Upon if the concerned officer comes under any of the conditions stipulated for issuing of NRC. PAR manager needs to select the Competent Authority in

accordance with the instructions issued vide F.No. 8/B/72/HRD(HRM)/2014 dated 3.9.2014.

- b. **Custodian** would then generate the form for NRC and fill the necessary details including the reason for generation of NRC, name of Reporting Authority, Reviewing Authority etc. The form would then be forwarded to Competent Authority for approval through e-sign.
- c. **Competent Authority** can accept the NRC and forward the same to Officer Reported Upon. Competent Authority can also reject the NRC by mentioning the reasons for the same in Remarks and send it back to the Custodian. In case of rejection, the Custodian has to delete the NRC and regenerate the same as required, and resubmit to Competent Authority.
- d. **Officer Reported Upon** can view the NRC and forward the same to Custodian for closing.
- e. **Custodian** would then close the NRC by using e-sign option.

For further reference the step by step guide with screenshots may be referred which is available at following link:-

► HRM 1 ► SPARROW ► SPARROW help manual

3. The Competent Authority for issuance of NRC is as discussed below:-

S. No	Grade of Officer	Competent Authority to issue NRC
1	AC/DC	Commissioner & Principal Commissioner (Present Jurisdiction)
2	JC/ADC	Chief Commissioner & Principal Chief Commissioner (Present Jurisdiction)
3	Commissioner & Principal Commissioner	O/o ADG(HRM-I), DGHRD, CBEC.
4	Chief Commissioner and above	JS(HQ),AD-I, DOR

4. For cases falling under point 1 and 2, Commissioner/ Principal Commissioner or Chief Commissioner/ Principal Chief Commissioner of the respective formations have to be selected as competent authority by respective PAR Managers for approval of NRC.

5. For cases falling under point 3 and 4 above, Sh V.K Sethi, AD, HRM-I, (Employee code 5167) should be selected in the workflow from the search option. The NRC would

be then manually processed and approval of Competent Authority would be taken before its issuance online.

6. It is again clarified that NRC is to be generated for a period of more than 90 days only. Custodian and PAR Manager must ensure that the NRC is not generated for a period of upto 90 days as prescribed in circular F.No. 8/B/72/HRD(HRM)/2014 dated 3.9.2014

NRC for previous APAR years that are not live on SPARROW i.e. prior to 2016-17

7. Presently, there is no provision for issuance of No Report Certificate under SPARROW for the past APAR years that are not live in SPARROW. The NRC/No Review Certificate in such cases shall be issued manually in SPARROW as per letter no F. no 8/B/72/HRD(HRM)/2014 dated 03.09.2014 and forwarded to HRM-I, DGHRD for further necessary action

This issues with approval of Pr ADG (HRM I)

Yours faithfully,


21/3/18
Samjiti Goel Saran
Joint Director

Workflow for NRC

