

URGENT  
REMINDER



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](http://www.dghrdcbec.gov.in))

F.No. 8/1/BVS/HRD/HRM-I/APAR/2018

Dated: 28.02.2018

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


Sir/Madam,

**Subject: Role assignment for online writing of APAR - reg**

Please refer to this office letter no 8/1/BVS/HRD/HRM-I/APAR/2018 dated 09.02.2018 & 16.02.2018 wherein it has been requested to nominate officers in the role of Custodian, Alternate Custodian and PAR Manager. Many formations have still not nominated officers in the above mentioned roles.

2. It is requested to nominate Group A officers in the role of Custodian, Alternate Custodian and PAR Manager wherever required, urgently. The details in respect of all officers nominated for above mentioned roles may be immediately sent in the proforma given in Annexure 'A' enclosed herewith. The details may also be sent through email to [help.sparrowcbec@nic.in](mailto:help.sparrowcbec@nic.in). It is requested to do the needful urgently.

Yours faithfully,

  
(Samriti Goel Saran)  
Joint Director

Encl: As above

## Annexure-A

### Proforma for nomination of Custodian

Name	Employee Code	Commissionerate/ Directorate	Designation	Contact No- official	Contact No- Mobile	E-mail Id	Remarks

### Proforma for nomination of Alternate Custodian

Name	Employee Code	Commissionerate/ Directorate	Designation	Contact No- official	Contact No- Mobile	E-mail Id	Remarks

### Proforma for nomination of Par-Manager

Name	Employee Code	Commissionerate/ Directorate	Designation	Contact No- official	Contact No- Mobile	E-mail Id	Remarks