



**Directorate General of Human Resources Development
Central Board of Indirect Taxes and 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: 06.06.2018

To

The Principal Chief / Chief Commissioners of Customs and GST (All),
The Principal Director/ Director Generals of Customs and GST (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: Information required regarding Registration in SPARROW module for newly promoted Group-A officers -reg.

Please refer to the Order No. 79/2018 vide F.No. A-32012/11/2018-Ad.II dated 11.05.2018 pertaining to the promotion from the grade of Superintendent to Assistant Commissioner.

In this connection, all those officers who are joining in the grade of Assistant Commissioner, it is required that their registration in SPARROW be done. The essential requirement for online writing of APAR in SPARROW is that they 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 also need to send duly filled Annexure "A" (attached herewith) as their NIC Email Id is to be linked with

their SPARROW account. These officers are subsequently required to fill Annexure "B" to get them 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 also 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, Deputy 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

Sanjeev Kumar Singh
6/6/18

Sanjeev Kumar Singh
Additional Director (HRM-I)

Encl: as above

डी.जी.एच.आर.डी. (D/HRD)
प्रेषक.....
कम सं. 875-935
दिनांक 13/6/18
सं. 875-935

Annexure-A-request for Nic email Id Creation

| First Name | Last Name | Designation | Ministry/Department | State | Mobile No.(10 Digit Numerals) | Date of Retirement/For mat(DD-MM-YYYY) | Preferred Email Id/Login Id | Preferred Email Id/Login Id (@gov.in) | Date of Birth/For mat (DD-MM-YYYY) | Employee Id |
|------------|-----------|-------------|---------------------|-------|-------------------------------|--|-----------------------------|---------------------------------------|------------------------------------|-------------|
|------------|-----------|-------------|---------------------|-------|-------------------------------|--|-----------------------------|---------------------------------------|------------------------------------|-------------|

Annexure-B-request for Registration in SPARROW

| Emp. Code | Appellation | Officer Name | Gender | Father's Name | Date of Birth | Religion | Category | Commissionerate/ Directorate | Date of Posting to the Present Commissi onerate | Batch | NIC/GOV email id | AadhaarNo. | Mobile No. | Designation | Date of Appointm ent in Present Rank |
|-----------|-------------|--------------|--------|---------------|---------------|----------|----------|------------------------------|---|-------|------------------|------------|------------|-------------|--------------------------------------|
|-----------|-------------|--------------|--------|---------------|---------------|----------|----------|------------------------------|---|-------|------------------|------------|------------|-------------|--------------------------------------|