



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. 8/1/BVS/HRD/HRM-I/APAR/2018

Dated: 09.02.2018

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: Online writing of APARs for IRS officers of CBEC (2017-18) - reg

Please refer to this office letter no 28/1/ BVS/ HRD (HRM)/ APAR/ 2017 dated 16.02.2017 wherein detailed instructions have been issued for online writing of APAR including role of PAR Manager and Custodians in creation of workflow and generation of APAR.

2. GST and Customs Reorganisation has led to creation of many new formations. Many Officers who were allotted the role of Custodian, Alternate Custodian and PAR Manager have been transferred to new formations. In the newly created formations, new officers may be required to be nominated as Custodian, Alternate Custodian and PAR Manager. In SPARROW, some formations have been delineated at different levels for simpler and efficient working (e.g. In case of DG GSTI, formations in SPARROW have been delineated to the Zonal Unit level). In all such cases, new officers need to be nominated as Custodian, Alternate Custodian and PAR Manager.

3. The list of all the formations in SPARROW (for the purpose of online Performance Appraisal Reporting) and Custodian, Alternate Custodian and PAR Manager for various formations as on 07.02.2018 is available on DGHRD website at [HRM 1](#) ► [SPARROW](#) ► [Online writing of APARs](#). You are requested to peruse the list and nominate Group A officers in the role of Custodian, Alternate Custodian and PAR Manager wherever required, urgently by 15.02.2018.

4. 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@gov.in. This may be done on priority (latest by 15.02.2018) so that the APARs can be processed smoothly on SPARROW.

5. The following timelines should be strictly followed for the APAR year 2017-18.

- I. The Administration Section of each formation (Zone/Commissionerate /Directorate) shall furnish the complete details as required in Section-I of the APAR duly signed / verified by **9th March** to the PAR Manager and Custodian. Special care should be taken to ensure the correctness of the names & period of supervision by each of the Reporting & Reviewing officers and that these details are covering complete period from 1st April to 31st March. The correctness and completeness of this information is essential to decide the creation of APAR/ NRC by the PAR Manager and Custodian. These details are to be sent in respect of all the Group A officers of IRS (C&CE) who are working in the particular formation as on date including for the officers who have gone on long leave / training / foreign assignment from that formation.
- II. Based on the details submitted by the Administration Section, the PAR Manager shall ensure to create the workflow of all the Group 'A' officers of IRS(C&CE) after logging into the Sparrow not later than **16th March**. It is also clarified that he has to create the workflow in respect of all the Group A officers working under his formation including the officers on Long

leave/Training /Foreign assignment wherein appropriate workflow for NRC /Foreign Assignment Note is to be created.

- III. The workflows created by the PAR Manager will be automatically available with the Custodian. The Custodian should carefully examine if the Workflow created for APAR/NRC/Foreign Assignment is correct based on details given by Administration Section and if Workflow needs amendment, he should delete the Workflow and create the new Workflow. The Custodian should complete all the details in Section-I latest by **26th March** and save it. Care should be taken in filling the name & correct period of supervision by Reporting & Reviewing officers in the table pertaining to details of the Reporting/Reviewing officers. The Custodian should complete the Section-I in respect of all the Group A officers of IRS (C&CE) in his formation and save it latest by **26th March** so that the APAR can be generated and sent to the Officers Reported Upon electronically after e-signing on **27-31st March**.
- IV. It will be the responsibility of the Custodian to ensure that the PAR is generated electronically in respect of all the Group A officers of IRS (C&CE) who are working in his formation as on date including for the officers who have gone on long leave/ training / foreign assignment from his formation.
- V. The PAR generated shall be available in the inbox of the Officer Reported Upon who should complete the Self-Appraisal in Section-II in all respects and forward the same to the Reporting officer after e-signing by **15th April**. In case, the officer does not forward his APAR timely, it will be force forwarded electronically by the Custodian/Super Custodian to the Reporting Officer for appraisal without resume.
- VI. The Reporting Officer shall appraise the officer reported upon in Section III of APAR, complete in all aspects and forward the APAR to the Reviewing Officer after e-signing by **30th June** positively. In case, the Reporting Officer does not forward the APAR timely to Reviewing Officer, it will be force forwarded by the Custodian/Super Custodian to the Reviewing Officer for appraisal.
- VII. The Reviewing Officer shall appraise the officer reported upon in Section III of APAR for numerical grading and complete the Section IV in all respects and forward the APAR to the Custodian after e-signing by **31st**

August positively. In case, the Reviewing Officer does not appraise the APAR timely, he will forfeit his right to review and the Custodian will proceed with the disclosure to the officer.

- VIII. The Custodian shall disclose the completed APAR to the Officer Reported Upon latest by **1st September** electronically. The officer reported upon may view the APAR and may either accept it or choose to represent. If he does not accept the APAR, he can represent to the Referral Board online along with any reference document in support of his representation within 15 days of communication in 'MY PAR' Tab.
- IX. The representation shall reach the Custodian who shall forward it to the Competent Authority (Referral Board) electronically for disposal of representation. The Referral Board shall decide upon the representation and upload the order in the SPARROW which will then be communicated to the officer concerned by the Custodian.

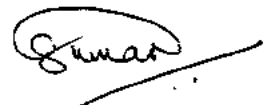
6. Help Manual in form of step by step guide for different roles as Custodian, PAR Manager, Officer Reported Upon, Reporting Officer and Reviewing Officer has been uploaded on the homepage of DGHRD website i.e. dghrdcbec.gov.in which can be referred to.

7. In case of any problem being faced related to sparrow/APAR filing, the officers can send an email giving details of problem being faced to the Helpdesk at email i.e. help.sparrowcbec@gov.in or they can contact Helpdesk telephonically. The details of the Helpdesk have been given on the homepage of DGHRD website.

These instructions should be strictly followed please.

Encl: As above.

Yours faithfully,



(Balesh Kumar)

Pr ADG, HRM-I

डी.जी.एम. (HRM-I) (B) (10/09/2018)
प्रेषक.....
क्रम सं..... **8888-8948**
दिवांक..... **9/2/2018**

प्रेषित

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