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SPEED POST

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Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Management
Bhai Vir Singh Sadan, Bhai Vir Singh Marg,
New Delhi-110001

F. No.21/BVS/HRD(HRM-1)/SPARROW-CBIC/2020

Dated the 27th April,2020

To

The Pr Chief / Chief Commissioners of Customs (All),
The Pr Chief / Chief Commissioners of GST (All),
The Pr Commissioner/ Commissioner I/C of Directorates (All),
The Pr Commissioner/Commissioner, Settlement Commission (All)
The Pr Commissioner/Commissioner, CESTAT(All),
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.
The Pr Commissioner (Coordn) CBIC/All Pr Commissioners/Commissioners in Board

Subject: Completion/Closure of APARS in SPARROW- IRS & SPARROW- CBIC for APAR cycle 2018-19

Sir/Madam,

Please refer to this office letter F.No.21/BVS/HRD(HRM-I)/SPARROW-CBIC/2019 dated 12.03.2020 vide which CC Zone/ Directorate-wise APAR 2018-19 pendency position in SPARROW-IRS and SPARROW-CBIC was circulated with request for completion of all pending APARs by the concerned officers/custodians so that APARs attain finality. (Copy enclosed for ready reference)


2. In this regard, it is to inform that NIC would be closing the APAR cycle 2018-19 shortly and thereafter no action in the system can be undertaken on pending APARs. As on date, in SPARROW-IRS, 1044 APARs of IRS(C&CE) officers are pending at "Officer Disclosure" level, i.e, with concerned individual officers and 603 APARs at "CR Section to Close" level, i.e,

with Custodians. Similarly, in SPARROW-CBIC, 16192 APARs of Gr-B&C Officers are pending at "Officer Disclosure" level and 1701 APARs are pending at "CR Section to Close" level.

3. It is therefore requested for intervention at your level to ensure that for pending APARs of 2018-19, urgent action is taken by all concerned officers and Custodians in your jurisdiction and complete the same latest by 1st May, 2020. It is further requested to send compliance report by forenoon of 4th May, 2020 for information of Board. The formation-wise pendency is enclosed and the detailed list of pending APARs is also available on DGHRD website. Since SPARROW application is accessible on web, including through mobile phone, there should not be any difficulty for any officer including for officer working from home (as APARs are only to be accepted/ closed in system).

Encl: as above

Yours faithfully,


(Limatula Yaden)
ADG,HRM-1

Annexure

APARs 2018-19 pendency (CC/DG Zone-wise) in SPARROW-IRS and SPARROW-CBIC as on 22.04.2020

SPARROW-IRS

SPARROW-CBIC

Sr. No.	Name of Zone/Directorate	Pending with Officer	Pending with Custodian	Total Pendency	Pending with Officer	Pending with Custodian	Total Pendency
1	AHMEDABAD CUSTOMS ZONE	7	0	7	89	12	101
2	AHMEDABAD GST ZONE	8	3	11	108	2	110
3	BANGALORE CUSTOMS ZONE	12	4	16	121	4	125
4	BENGALURU GST ZONE	52	19	71	182	23	205
5	BHOPAL GST ZONE	43	8	51	376	4	380
6	BHUBANESHWAR GST ZONE	15	4	19	161	100	261
7	BOARD OFFICE	10	0	10	4	0	4
8	CC (AR) CESTAT	15	6	21	3	0	3
9	CCF	5	3	8	0	0	0
10	CHANDIGARH GST ZONE	9	5	14	228	11	239
11	CHENNAI CUSTOMS ZONE	25	10	35	376	196	572
12	CHENNAI GST ZONE	52	21	73	524	6	530
13	DELHI CUSTOMS (PREV.) ZONE	6	7	13	272	52	324
14	DELHI CUSTOMS ZONE	37	29	66	676	87	763
15	DELHI GST ZONE	32	17	49	799	8	807
16	DG (AUDIT)	4	0	4	12	0	12
17	DG (EXPORT PROMOTION)	0	1	1	5	0	5
18	DG (NACIN)	23	2	25	11	2	13
19	DG (PERFORMANCE MANAGEMENT)	16	10	26	67	9	76
20	DG (SAFEGUARD)	1	1	2	8	3	11
21	DG (SYS. & DATA MGMT.)	7	9	16	14	0	14
22	DG (VALUATION)	0	0	0	0	0	0
23	DG (VIGILANCE)	17	20	37	52	11	63
24	DG ARM	10	1	11	16	13	29
25	DG GST	4	0	4	38	41	79
26	DGGSTI	16	23	39	251	75	326
27	DGHRD	0	0	0	1	1	2
28	DGRI	13	3	16	226	50	276
29	DGTS	8	3	11	23	8	31
30	DIRECTORATE OF ENFORCEMENT	6	4	10	0	0	0
31	DTE. OF LOGISTIC	0	4	4	29	0	29

32	GOODS AND SERVICES TAX COUNCIL SECRETARIAT	1	4	5	0	0	0
33	GUWAHATI GST ZONE	12	3	15	441	81	522
34	HYDERABAD GST ZONE	23	9	32	666	137	803
35	JAIPUR GST ZONE	20	5	25	0	0	0
36	KOLKATA CUSTOMS ZONE	13	13	26	1065	49	1114
37	KOLKATA GST ZONE	93	41	134	1627	18	1645
38	LUCKNOW GST ZONE	19	9	28	529	83	612
39	MEERUT GST ZONE	59	18	77	624	23	647
40	MUMBAI I CUSTOMS ZONE	10	21	31	403	92	495
41	MUMBAI II CUSTOMS ZONE	13	30	43	824	92	916
42	MUMBAI III CUSTOMS ZONE	22	5	27	906	80	986
43	MUMBAI GST ZONE	67	54	121	721	11	732
44	NAGPUR GST ZONE	35	41	76	265	52	317
45	PANCHKULA GST ZONE	9	2	11	172	39	211
46	PATNA CUSTOMS (P) ZONE	8	0	8	637	2	639
47	PUNE GST ZONE	54	59	113	1165	85	1250
48	RANCHI GST ZONE	35	28	63	378	65	443
49	SETTLEMENT COMMISSION	0	2	2	22	0	22
50	THIRUVANANTHURAM GST ZONE	24	11	35	270	58	328
51	TRICHY CUSTOMS (PREV) ZONE	9	4	13	0	2	2
52	VADODARA GST ZONE	10	7	17	266	7	273
53	VISHAKHAPATNAM GST ZONE	33	5	38	539	7	546
54	ON DEPUTATION	22	15	37	0	0	0
	Total	1044	603	1647	16192	1701	17893



**Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Bhai Vir Singh Sahitya Sadan (2nd&3rd Floor), Bhai Vir Singh Marg
Gole Market, New Delhi-110001**

F.No. 21/BVS/HRD(HRM-I)/SPARROW-CBIC/2019

Dated: 12.03.2020

To

The Pr. Chief / Chief Commissioner of Customs and GST (All)
The Pr. Director General / Director General of Customs and GST (All)
The Pr. Commissioner / Commissioner I/C of Directorates (All)
The Pr. Commissioner / Commissioner, Settlement Commission (All)
The Pr. Commissioner / Commissioner, CESTAT (All)
The Chief Controller of Factory, Gwalior/Narcotics Gwalior,
The Pr. Commissioner (Coordination), CBIC/All Pr. Commissioners/Commissioners in Board.

Sir/Madam,

**Subject: Completion/Closure of APARs in SPARROW-IRS and SPARROW- CBIC for
year 2018-19 -reg.**

Please refer to this office letters: F.No-79/BVS/HRM-I/SPARROW/2019 dated 26.02.2020 and F.No-21/BVS/HRD(HRM-I)/SPARROW-CBIC/2020 dated 02.03.2020 (copies enclosed for reference) wherein all the Zones and Directorates were requested to adhere to the timelines for the timely completion of APARs of Group A, B & C officers working under their charge. As per DoPT timelines, all actions regarding APAR cycle 2018-19 should have been completed by 31.12.2019 itself. As on 12.03.2020, total 2,024 APARs of Group-A IRS (C&CE) Officers and 24,270 APARs of Group-B & C Officers are pending at one or another level in SPARROW-IRS & SPARROW-CBIC respectively.

2. In some cases, APARs are pending with Officers and Custodians for months altogether without necessary action being taken by them. The Officer reported upon has 15 days time to accept the APAR or submit representation. After APAR acceptance by the officer/disposal of representation, the APAR needs to be finally closed by the Custodian in system and then only, the APAR attains finality. It is the duty of the concerned officer and the Custodian to complete requisite action i.r.o. pending APARs.

3. It is requested to kindly ensure that requisite action on APARs of 2018-19 is taken by all the individual officers and Custodians in your jurisdiction urgently so that all APARs of 2018-19 pending in SPARROW-IRS and SPARROW-CBIC are finally closed by the Custodian by 23 March 2020 positively (after completing all steps/requisite action, including disposal of APAR representations). All pending APARs of 2018-19 are to be completed/closed before start of APAR cycle for 2019-20. CC/DG Zone-wise pendency of APARs (total number) is enclosed as Annexure to this letter. A detailed list of pending APARs is available on DGHRD website.

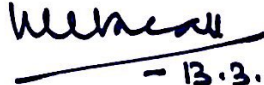
4. Further, the APAR cycle for 2019-20 is about to start and it is the duty of PAR Manager/Alternate Custodian/Custodian to initiate the APAR in SPARROW system (Custodian and Alternate Custodian in SPARROW-CBIC). A List of Custodian/Alternate Custodian/PAR Manager is uploaded on DGHRD website in LATEST (URL: <http://dghrdcbic.gov.in>). However, there may be some officers who may have been transferred out of particular organisation but they are still mapped/have the role of Custodian/Alternate Custodian/PAR Manager in their previous organisation. It is requested to check the list of Custodian/ Alternate Custodian/ PAR Manager and in case of any discrepancy/need for change of roles, the required details (name, employee code and role required) may be sent to help.sparrowirs@gov.in (i.r.o SPARROW-IRS) and help.sparrowcbic@gov.in (i.r.o SPARROW-CBIC) for role assignments/change.

5. It is requested to kindly ensure that requisite action is taken by the concerned officers/ Custodian under your jurisdiction immediately. Your kind personal attention in the matter is requested.

Encl: As above (Annexure)

डी.जी.एच.आर.डी. (CBIC)
प्रस. सं. 1097-1157
दिनांक 16/03/2020
देवित

Yours faithfully,


- 13.3.2020
(Neeta Lall Butalia)
Director General
DGHRD-CBIC.