



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: 05.07.2018

To

The Principal Additional Director General

National Academy Of Customs, Indirect Taxes & Narcotics,
Faridabad

Madam,

Subject: Registration in SPARROW module for Group-A officers/probationers -reg.

Please refer to the DGHRD letter no. F.No 8/B/309/HRD(HRM)/APAR/2016-PtI dated 08.02.2018 and 15.03.2018 on the above mentioned subject.

2. To enable online submission of IPR and APAR, the IRS(C&CE) probationers who are not registered in SPARROW need to send duly filled Annexure "B" (attached herewith) to this office for necessary action. The probationers not having NIC E-mail Id need to send duly filled Annexure "A" (attached herewith) for creation of NIC Email Id. In case probationers have not been allotted the employee code, duly filled Annexure "C" (attached herewith) may be sent to this office for coordinating the issuance of employee codes with the concerned branch.

3. The details asked in the above mentioned Annexures may be sent to Shri Ajay Luhach, Deputy Director (HRM-I), DGHRD, CBIC, 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

डी.जी.एच.आर.डी. (BVSSS)

प्रेषक.....
क्रम सं.....
दिनांक.....

Yours faithfully

प्रेषित

06/7/18
Samriti Goel Saran
Additional Director (HRM-I)

Encl: as above

Annexure-A-request for Nic email Id Creation

| First Name | Last Name | Designation | Ministry/Department | State | Mobile No. (10 Digit Numerals) | Date of Retirement/Format (DD-MM-YYYY) | Preferred Email Id/Login Id | Date of Birth/Format (DD-MM-YYYY) | Employee Id |
|------------|-----------|-------------|---------------------|-------|--------------------------------------|--|--------------------------------|---|----------------|
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Annexure-B-request for Registration in SPARROW

| Emp. Code | Appellation (Mr./Mrs.) | Officer Name | Gender | Father's Name | Date of Birth | Religion | Category (SC/ST/OBC /General) | Commissionerate / Directorate | Date of Posting to the Present Commissionerate | Aadhaar No. | Mobile No. | Designation | Date of Appointment in Present Rank |
|--------------|---------------------------|-----------------|--------|------------------|---------------------|----------|-------------------------------------|----------------------------------|--|----------------|------------|-------------|--|
| | | | | | | | | | | | | | |

Annexure C

| Name of officer | Father's name | Date of Birth | Educational Qualification | Category (SC/ST/OBC/Gen) | Date of Joining | Batch | Mobile Number | Home State | Home Town | Address | Spouse Profession (If married) | Spouse Name | Language Known |
|--------------------|------------------|---------------------|------------------------------|-----------------------------|--------------------|-------|------------------|------------|-----------|---------|--------------------------------------|----------------|-------------------|
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