



Directorate General of Human Resources Development
Central Board of Indirect Taxes & 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.21/1/BVS/HRD(HRM-I)/APAR/2018

Dated: 16.07.2018

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 Commissioner, Settlement Commission (All)
The Commissioner, CESTAT (All)
The Commissioner, Authority of Advance Ruling (All)
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.

Sir/Madam,

Subject: Guidelines for issuance of NRC in SPARROW online reporting-reg.

Please refer to this office letter F.No. 8/B/309/HRD(HRM)/APAR/2016 dated 21.03.2018 regarding the guidelines for issuance of NRC in SPARROW module. In this letter, at para 5 for cases falling under points 3&4 , it was stated that Shri V.K.Sethi, AD,HRM-I (Emp Code: 5167) should be selected in the workflow in place of Competent Authority so that manual approval of Competent Authority can be taken before online issuance of NRC. Since Shri V.K.Sethi has been transferred from DGHRD, **Shri Jagdish Lal Sehgal, Assistant Director (Emp Code: 8072)**, should now be selected in the workflow from the search option, for the cases falling under points 3&4 of the letter F.No. 8/B/309/HRD(HRM)/APAR/2016 dated 21.03.2018, for doing the needful before online issuance of NRC.

This issues with the approval of Pr ADG,HRM-I.

Yours faithfully,

1557-1617
17/7/18

16/7/18
Samriti Goel Saran
(Additional Director)