



**Directorate General of Human Resources Development, HRM  
Central Board of Indirect Taxes & Customs,  
(Govt. of India, Ministry of Finance, Department of Revenue)  
Bhai Vir Singh Sahitya Sadan, 3<sup>rd</sup> Floor, Bhai Vir Singh Marg  
Gole Market, New Delhi-110 001  
(www.dghrdcbic.gov.in)**

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

Dated: 01.06.2022

To,

Principal Chief / Chief Commissioners of Customs (All),  
Principal Chief / Chief Commissioners of GST (All),  
Principal Directors General/ Directors General of GST & Customs (All),  
Principal Commissioner/Commissioner of GST (All),  
Principal Commissioner/Commissioner of Customs (All),  
Principal Additional Director General/Additional Director General of GST & Customs (All), Commissioner (Coordn.)/ Joint Secretary (Admin), CBIC, New Delhi,  
Commissioner, Settlement Commission (All)/ Commissioner, CESTAT(All),

**Sub: Allocation of Super Custodian Role in SPARROW-CBIC to all formations-reg.**

Sir / Madam,

As you are aware SPARROW-CBIC has been successfully implemented w.e.f. APAR Cycle 2018-19 for cadres upto the rank of Head Havaldar. However, from previous APAR cycle, i.e. APAR Cycle 2020-21, the online writing of APAR in SPARROW-CBIC has been extended to the cadres of Havaldars and MTS as well, thereby covering all the mainstream cadres of CBIC.

2. To facilitate smooth implementation of APAR cycle 2021-22, the APAR instructions dated 24.03.2022 was issued by this office wherein time schedule for writing/ completion of online APAR in SPARROW-CBIC was indicated. The timelines for the APAR cycle 2021-22 are being strictly followed. It is pertinent to mention that since its inception, the SPARROW-CBIC has successfully completed three APAR cycles. There is considerable awareness about the SPARROW-CBIC module and every officer is now familiar with online writing of APARs till level of MTS. Further, the SPARROW CBIC system has become stable and technical issues are rare.

3. The super-custodian role was initially allotted to all formations. However, since there was initial technical difficulties and less awareness about Sparrow CBIC (being

the First APAR cycle, 2018-19), the same was revoked & super-Custodian role was kept with DGHRD only. The role of Super Custodian includes the following functions:

- a) Transfer of the officers from one formation to another formation in SPARROW System through PIMS (initiate transfer, relieving employee, joining employee).
- b) Allocation of roles of Custodians and Alternate Custodians in SPARROW-CBIC(role mapping).
- c) Update of personal details of the officers through PIMS (Search employee).

4. Request has been received from different Zones for the role of super-custodian for various functionalities in APAR of individual Group B & C officers for conducting DPCs.

5. In view of the above, for smooth functioning of the module and timely disposal of the requests, it has been decided that the role of the super custodian may be allocated to JC/ADC level officer in CCO/HQ) of Zones/Directorates to ensure sanctity of the data and efficiency in handling functionalities listed in Para 3 above. Please note, this role of super custodian will be allocated to only one JC/ADC rank officer in a Zone/Directorate. This role of Supercustodian with Zones/Directorates will be limited as enumerated in para 3 only and for liasioning with NIC on any technical issue DGHRD will continue to be supercustodian for SPARROW-CBIC.


6. In light of the above, it is requested to send nomination for the same to [help.sparrowcbic@gov.in](mailto:help.sparrowcbic@gov.in) by 3rd June, 2022 in the format mentioned below. Help manual in the form of step by step guide for the role of super custodian is attached herewith and also available on DGHRD website.(DGHRD↔HRM-I↔ SPARROW-CBIC).

S.No.	Name of the Officer	Designation	Employee code	Email id	Mobile no.	Organisation

This issues with the approval of the competent authority.

Encl. as above

Yours faithfully,

  
01.06.2022

(Sucheta Sreejesh)  
Additional Director General  
HRM-I, DGHRD