



**Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
Directorate General of Human Resource Development  
3<sup>rd</sup> Floor, Bhai Vir Singh Sahitya Sadan  
Bhai Vir Singh Marg, Gole Market  
New Delhi-110001.**

**URGENT**

F. No.8/DB/145/HRD(HRM-II)/2017

Dated:- 20 11.18

To,  
Principal Chief / Chief Commissioners of Customs (All),  
Principal Chief / Chief Commissioners of GST (All)  
Principal Director/ Director Generals of GST & Customs(All),  
Commissioner I/C of Directorates (All),  
Commissioner, Settlement Commission (All),  
Commissioner, CESTAT(All),  
Commissioner, Authority of Advance Ruling(All),  
Chief Controller of Factory, Gwalior/Narcotics Gwalior.

**Dear Sir/Madam,**

**Subject: Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees - reg.**

Kind reference is invited to the letter of even number dated 24.09.2018, Reminder-I dated 08.10.2018 and Reminder-II dated 18.10.2018 on the above subject. In this regard for the implementation of SPARROW, following details were asked from each Zone/Directorate.

1. Creation of zonal team with AC/DC at CCO/ Directorate level as the nodal officer, and communication of the officer details to DGHRD.
2. Annex 'B' in the letter dated 24.09.2018 duly filled by the Zonal level Nodal level officer of AC/DC rank, for creation of the NIC e-mail id admin rights.
3. VPN form available at <https://vpn.nic.in/> duly filled by the zonal level Nodal officer to obtain VPN connection for the creation of NIC e-mail id.
4. Annexure I that is "*Data required by DGHRD from Zones*" should be filled up and sent immediately to the DGHRD in soft copy format through mail for generation of unique Employee id for all Group B & C employees.
5. Annexure II that is "*Data needed for creation of email id*" should be filled up by all Group B & C employees and sent to respective zonal nodal officers in soft copy format for gov.in email id creation. Collection of this data may be coordinated through commissionerate level nodal officers.
6. It is to be ensured that all group B and C officers have Aadhaar number and their mobile number should be linked to Aadhaar to enable eSign in SPARROW. To ensure the same, it is strongly recommended that an Aadhaar camp be organised at



zonal/commissionerate/Division level to facilitate one time updation of mobile number linked with Aadhaar.

Since this project is meant for about 50,000 employees working in the department, it will take considerable time and effort to collect the details required for implementation of Sparrow for Group B and C officers in the first phase of rollout, w.e.f. 01/04/2019 for the APAR period 2018-2019. It is therefore requested that all Zones/Directorates should send the details to implement SPARROW project immediately.

In case of any queries please contact the Project Manager:-

Name: Ajay Luhach

Designation: Deputy Director(HRM-I)

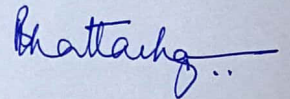
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[Encl: Reminder, Annex -B, VPN application, Annex I and II ]

Yours faithfully,



B. Bhattacharya

[www.dghrdcbec.gov.in](http://www.dghrdcbec.gov.in) in SPARROW B&C tab.

## ANNEX-I

### Data required by DGHRD from Zones

[illegible]

## ANNEX-I

### Data needed for creation of email id by Zones

[illegible]