



केंद्रीय कर के प्रधान मुख्य आयुक्त का कार्यालय : बेंगलूर आंचल (संवर्ग नियंत्रण एकक),

डाक बक्सा सं.5400, केंद्रीय राजस्व भवन, क्वींस मार्ग, बेंगलूर-560001

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX : BANGALORE ZONE
(CADRE CONTROL UNIT),

P.B.NO.5400, CENTRAL REVENUE BUILDING, QUEEN'S ROAD, BENGALURU-560001

सी.सं. II/09/04/2018 Estt.B PCCO(BZ)

दिनांक/Dated: 07.01.2019

सेवा मे/To,

TOP PRIORITY

The Principal Commissioner/Commissioner,
Bengaluru East/West/North/South/North- West
Appeals-I/Appeals-II/Audit-I/Audit-II
Bengaluru.

The Principal Commissioner/Commissioner,
Mysuru C.Tax/Appeals/Audit Commissionerate, Mysuru.

The Commissioner,
Belagavi C.Tax/Appeals/Audit Commissionerate, Belagavi.

The Commissioner,
Mangalore C.Tax Commissionerate, Mangalore.

महोदय/Sir,

विषय / Sub : Calling for details of Nodal Officers , Custodians & Alternative Custodians
for the implementation of e-office Lite (SPARROW) –reg.

This office vide letter of even no. dated 19.12.2018 had requested to send the details of Nodal officer appointed in your Commissionerate for the implementation of e-office Lite (SPARROW). In this regard, it is to inform that till date this office has received details only from the following Commissionerates:

- i. Bengaluru East
- ii. Bengaluru North
- iii. Mangaluru C.Tax
- iv. Belagavi C.Tax
- v. Belagavi Audit
- vi. Mysuru Appeals

Hence, it is requested that other Commissionerates may send the requisite details at the earliest as the details have to be forwarded to DGHRD.

2. Further, DGHRD vide letter F.No. 8/DB/145/HRD(HRM-II)/2017 dated 21.12.2018 (copy enclosed) has informed that it is required to nominate Custodian & Alternative Custodian at Commissionerate level who will be assisting the Nodal officer at Commissionerate level in the efficient implementation of SPARROW.

2. The work profile of Custodian includes creation and updation of APAR and Alternative Custodian is supposed to handle the charge in the absence of Custodian. As per DGHRD norms, any Group 'B' & 'C' officer (Supdt. & Insp/E.A/T.A (preferably DRs)) who is well versed in IT can be appointed as Custodian & Alternative Custodian of APARs at the Commissionerate

level. Thus, it is requested to send the details of Custodian & Alternative Custodian in the prescribed proforma (enclosed as Annexure 'B') latest by 14.01.2019 by e-mail @ ao.estt-pccobz@gov.in.

3. Annexure-I that is "Data required by DGHRD from Zones" & Annexure-II that is "Data needed for creation of email id" should be filled up in r/o all the nominated Custodians and Alternative Custodians.

5. It is to be ensured that all the nominated Officers have Aadhaar number and their mobile number should be linked to Aadhaar to enable eSign in SPARROW.

6. It is requested to send the duly filled hard copy and soft copy (mail id: ao.estt-pccobz@gov.in) of Annexure-I & Annexure-II to this office at the earliest as the same is to be forwarded to DGHRD for the timely implementation of training program.

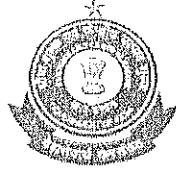
भवदीय/Yours faithfully,

Encl: 1. Annexures- B/I/II
2. DGHRD Letter dated 21.12.2018

(अमितेश भरत सिंह/AMITESH BHARAT SINGH)

अपर आयुक्त (प्र.मु.आ.का)
ADDITIONAL COMMISSIONER (PCCO)

Copy to: The Superintendent , PCCO, BZ to upload the letter on the website immediately.



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.8/DB/145/HRD(HRM-II)/2017
Dated:21.12.18

To,

Principal Chief / Chief Commissioners of Customs (All),
Principal Chief / Chief Commissioners of GST (All)
Principal Director/ Director Generals 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 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

Respected Sir/Madam,

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

1. As you are aware, it has been decided to implement e-Office Lite (SPARROW) for all Group B and C officers posted at all formations under CBIC from APAR year 2018-19.
2. For this purpose, Zonal/Directorate level teams were to be constituted in every Zone/Directorates comprising of one nodal officer of AC/DC rank assisted by team of 5 to 6 TA/Inspectors.
3. It is further required to nominate Custodian and alternate Custodian in every commissionerate and division level. Similarly, in Directorates, in zonal units headed by ADG at locations separate from Headquarter office, Custodian and Alternate Custodians from Group B and C staff have to be nominated. The details of the nominated Custodian and alternate custodian should be forwarded to DGHRD by 26/12/2018.
4. Taking the implementation further, NIC will be conducting training of Nodal officers and Custodians at NACIN, ZTI, Bengaluru on 23.01.2019. It is requested to send


zonal nodal officer, two zonal team members of Inspector/TA rank and the commissioner level SPARROW Group B & C Custodian. The nominations should be mailed to DGHRD on eoffice.cbic@gov.in latest by 26.12.2018 for the timely implementation of the training program.

5. Annexure I that is "Data required by DGHRD from Zones" and Annex II that is "Data needed for creation of E-mail-id" sent along with this office letter dated 20.11.2018 (sent through email) should be filled up at commissioner level and sent to the DGHRD by 28.12.2018 in soft copy, excel format through email for generation of unique Employee id for all Group B & C employees. Those officers already having gov.in e mail id should mention their id in Annex II.
6. For the implementation of e-Office (SPARROW), the scanning of old APARs of Group B & C employees needs to be done. The scanning of old APARs can be done in two ways. The Zones/Directorates can either float a tender for scanning of the old APARs, or they may do it in house by purchasing scanner so that the scanning can be done at Commissionerates level.
7. While the scanned files should be securely kept in a pen drive/ hard drive at commissioner level, parallelly the details of the APARs scanned need to be recorded in an excel file in the format attached.
8. The scanning of APARs should be completed by the month of February, 2019 and the completion report should be sent at eoffice.cbic@gov.in. These scanned files will be uploaded to SPARROW at a later stage.

This issues with the approval of DG,HRD

Thanking you,

Yours faithfully,


21/12/18

Ajay Luhach

Project Manager (eOffice Lite (SPARROW))

Deputy Director, DGHRD

2407100

ANNEXURE – ‘B’

Details of Custodian

Following person is nominated as the Custodian for
Commissionerate.

Name:	
Designation:	
Email:	
Mobile:	
Phone No:	

Details of Alternative Custodian

Following person is nominated as the Alternative Custodian for
Commissionerate.

Name:	
Designation:	
Email:	
Mobile:	
Phone No:	

Signature & Seal of the Competent Authority

Important points :

1. The print of the Annexure ‘B’ is to be taken out on organization Letter head.
2. Only “gov” mail-id has to be filled in e-mail column. If not available, then leave the column blank.
3. Please ensure that the Annexure is duly filled & signed before forwarding the scanned copy.

ANNEX-I

Data required by DGHRD from Zones

Title (Shri/Smt)	First Name	Middle Name	Last Name	Designation	Zone/Directorate	Current posting	whether on Loan/Deputation	Date of Birth (DD-MM- YYYY)	Date of Retirement (DD-MM- YYYY)	Date of Joining	Joining Rank
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Important Points:

1. Create the same proforma in MS Excel and fill the details.
2. Font Type: Times New Roman , Font Size: 12 (Avoid Bold except for headings)
3. Fill the details in Sentence Case and not in Uppercase or Lowercase.
4. For the column "whether on deputation/loan" type Yes or No.
5. Please stick to the date format "dd-mm-yyyy" while entering DOB & Date of Retirement and same format will be applicable for Date of Joining also.
6. Here, Joining Rank indicates the entry cadre of the individual. e.g Suppose if some person has joined the department as Inspector and now promoted to the grade of Superintendent then fill Superintendent as Designation and Inspector as Joining Rank.
7. Soft copy is to be sent not the scanned one. i.e Duly filled Excel sheet is to be forwarded.
8. Details have to be filled with utmost care & attention, as the same will be directly forwarded to DGHRD.

ANNEX-II

Data needed for creation of email id by Zones

Title (Shri/Smt)	First Name	Middle name	Last Name	Designation	Zone/Directorate	Current posting	whether on Loan/Depu- tation	Mobile No.	Date of Birth (DD-MM- YYYY)	Date of Retirement (DD-MM- YYYY)	Whether Employee already has name based gov.in email id?	
											If yes-> Mention email id	If not-> Mention preferred name based gov.in email-id

Important Points:

1. Create the same proforma in MS Excel and fill the details.
2. Font Type: Times New Roman , Font Size: 12 (Avoid Bold except for headings)
3. Fill the details in Sentence Case and not in Uppercase or Lowercase.
4. For the column "whether on deputation/loan" type Yes or No.
5. Please stick to the date format "dd-mm-yyyy" while entering DOB & Date of Retirement.
6. Please ensure nominated Officers have Aadhaar number and only Aadhaar linked mobile no. is to be provided
7. If employee already has gov.in mail id then fill the same , otherwise fill the preferred e-mail id (i.e your_name@gov.in).
8. Soft copy is to be sent not the scanned one. i.e Duly filled Excel sheet is to be forwarded.
9. Details have to be filled with utmost care & attention, as the same will be directly forwarded to DGHRD.