



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: 24.01.2019

सेवा मे/To,

**IMMEDIATE/URGENT**

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.

**विषय / Sub :** Calling for details in r/o all Group 'B' & 'C' Officers for the  
implementation of e-office Lite (SPARROW) –reg.

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Please find enclosed a copy of DGHRD's letter F.No. 8/DB/145/HRD(HRM-II)/2017 dated 20.11.2018 on the above subject. In this regard, details as contained in Annexure –I & II in r/o all Group 'B' & 'C' Officers are required to be submitted to DGHRD immediately, for creation of employee id and "gov.in" email addresses.

- a) Annexure-I - "Data required by DGHRD from Zones" for generation of unique Employee id. (Proforma enclosed)
- b) Annexure-II - "Data needed for creation of email id" for generation of gov.in email id. (Proforma enclosed)

2. In view of the above, you are directed to furnish the above information in respect of all Group 'B' & 'C' officers working under your charge to this office latest by 28.01.2019. The said information shall be furnished in soft copy format (i.e MS Excel sheet) through mail (mail-id: [ao.estt-pccobz@gov.in](mailto:ao.estt-pccobz@gov.in)). Further, the instructions mentioned in proforma enclosed for Annexure –I & II may be strictly adhered to while forwarding the aforesaid information.

Encl: 1. Annexures- I/II  
2. DGHRD Letter dated 20.11.2018

  
(डी.पी.नागेंद्र कुमार/ D.P.NAGENDRA KUMAR)  
प्रधान मुख्य आयुक्त  
PRINCIPAL CHIEF COMMISSIONER

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



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)

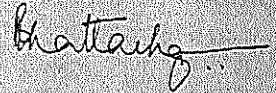
Mobile No.:-7840088005

E-mail :- [eoffice.cbic@gov.in](mailto:eoffice.cbic@gov.in)

Phone :- 011-23741697

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

Yours faithfully,



B. Bhattacharya

**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? <div>If yes-&gt; Mention n email id <div>If not-&gt; Mention preferred name based gov.in email-id</div></div>	
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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.
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 DGHHRD.