



Approved  
20/12

**Directorate General of Human Resources Development  
Central Board of Indirect Taxes & Customs,  
Bhai Vir Singh Sahitya Sadan, 3<sup>rd</sup> 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:20.12.18

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

Dear 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 ..... on ..... It is requested to send zonal nodal officer, two zonal team members of Inspector/TA rank and the commissionerate 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" should be filled up at commissionerate 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 commissionerate level, parallelly the details of the APARs scanned need to be recorded in a 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.

Thank you,

This copies with the original  
JDC (HRD)

Yours faithfully,

(B. Bhattacharya)  
DG, HRD

B. B. Laha