



Directorate General of Human Resources Development, HRM-I  
Central Board of Indirect Taxes and 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.dghrdcbic.gov.in](http://www.dghrdcbic.gov.in))

F No. 8/1/BVS/HRD/(HRM-I)/SPARROW/2019/1

Dated: 05.02.2019

To,

The Principal Chief / Chief Commissioners of Customs and GST (All),  
The Principal Director/ Directors General of Customs and GST (All),  
The Commissioner I/ C of Directorates (All),  
The Commissioner, Settlement Commission (All),  
The Commissioner, CESTAT (All),  
The Commissioner, Authority for Advance Ruling (All),  
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.  
The Commissioner (Coordination), CBIC, New Delhi

Sir / Madam,

**Subject: Online writing of APARs in SPARROW for the year 2018-19--  
Creation of NIC e-mail ID and for SPARROW registration (for  
officers not having the same) -reg.**

The online writing of APAR for the year 2018-19 will soon be starting and essential requirement for implementation of SPARROW is that the officer's NIC email ID should be registered in SPARROW. The officers who are not registered in SPARROW need to send duly filled Annexure "B" (attached herewith) to this office for necessary action.

2. Also, the officers not having NIC E-mail ID can send request for creation of email-id by sending the information in Annexure "A". These officers are subsequently required to fill Annexure "B" to get themselves registered in SPARROW.

3. Further, in case of officers already registered in SPARROW, if any personal details like Batch, designation, posting etc. are mentioned wrongly, then such details may be communicated to email id [help.sparrowcbic@gov.in](mailto:help.sparrowcbic@gov.in) for necessary action at this end.

4. The details in the above mentioned Annexures can be sent to this office through email in excel format to [help.sparrowcbic@gov.in](mailto:help.sparrowcbic@gov.in)

This may please be ensured in respect of all IRS(C&CE) officers working under your charge/jurisdiction.

जी.जी.एच.आर.सी (HRM-I)  
प्रेषक 568-628  
क्र.सं. 6/2/19  
दिनांक

Yours faithfully,



(Vishnu Kumar)  
25/2/19

प्रभार Joint Director (HRM-I).

Encl: As above.