



**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:06.03.2019

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 and communication of Employee Codes and e-mail ids created- reg.

As you are aware, CBIC has approved that DGHRD should implement e-Office Lite (SPARROW) for all Group B and C officers posted at all formations under CBIC from APAR year 2018-19.

1. The implementation is in the advanced stage. The process of creation of Employee Codes and NIC e-mail IDs for Group B and C Officers is under way. Employee Codes and NIC e-mail IDs are being generated expeditiously as the employee data is being received from various Zones/Commissionerates. The same can be checked from https://docs.google.com/spreadsheets/d/1pugJqmTrS8RILNLEXvjkODDu0WN6E_8YnSfNuSeMSp8/edit?usp=sharing .
2. The list of all the appointed Nodal Officers and Custodians along with their teams can be found at https://docs.google.com/spreadsheets/d/13gfUDijb8migwclS5ZkCQqr7q_VICKJmtxcauVnBU0/edit?usp=sharing.

Any changes in the zonal teams or Custodian/ Alternate Custodian role assignment may be communicated to eoffice.cbic@gov.in.

3. The Login credentials for logging in to the SPARROW account will be the same as the NIC e-mail ids. The officers are requested to login to their SPARROW accounts only after 01.04.2019 once the SPARROW mapping exercise is complete.
4. The officers whose Employee Codes and NIC e-mail IDs are not present in the list given above (owing to incomplete data being received by DGHRD or otherwise) or any of their details are incorrect are requested to visit this link and fill in this form mentioning the details sought.
<https://docs.google.com/forms/d/13y2zv-qrQ8NIsL3uRc8WfgejqHaNcufXWuy7-ztBKc0/edit>
5. The above-mentioned links can also be accessed from SPARROW- B& C tab on DGHRD website <http://www.dghrdcbic.gov.in>

Thanking You,

Yours faithfully,



Ajay Luhach
(Deputy Director)