



**Directorate General of Human Resource Development, HRM-I
Central Board of Indirect Taxes & Customs,
Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110001**

Tel: 011-23748048, Fax : 011-23748050 (www.dghrdcbic.gov.in)

Dated: 08.05.2025

To,

The Pr. Chief / Chief Commissioner of Customs and GST (All)
The Pr. Director General / Director General of Customs and GST (All)
The Pr. Commissioner / Commissioner I/C of Directorates (All)
The Pr. Commissioner / Commissioner, Settlement Commission (All)
The Pr. Commissioner / Commissioner, CESTAT (All)
The Commissioner (Coordination), CBIC, New Delhi,
Deputy Secretary, Ad.II, CBIC, New Delhi.

Sir/Madam,

**Subject: Online writing of APAR in SPARROW-IRS for IRS (C&IT) Officers
for the year 2024-25-reg.**

Please refer to the detailed APAR instructions dated 19.03.2025 issued by DGHRD.

1. Following changes are being made in r/o Competent authority for APAR representation and NRC:
 - a). Competent Authority for APAR Representation:
Consequent upon the transfer of Shri Mrinal Prakash Mishra, Deputy Director, the new competent authority for APAR representation will be **Ms Manu Panwar, Joint Director,HRM-I,DGHRD, Emp ID: 6999.**
 - b). Competent Authority for NRC (No Report Certificate) for Commissioner & above:
Consequent upon the transfer of Shri Mrinal Prakash Mishra, Deputy Director, the new competent authority for NRC will be **Shri Dhanbir Singh, Assistant Director,HRM-I, DGHRD, Emp ID: 12665.**
2. As per DoPT instructions, Officer Reported Upon (ORU) can file representation against APAR grading/remarks within 15 days from the date of disclosure of APAR to him/her. The tab 'PUT UP REPRESENTATION' will be disabled for online filing of representation after expiry of aforesaid period of 15 days.

This issues with the approval of the Pr. ADG, HRM-I, DGHRD.

Yours faithfully,

(KUMAR SATYAM)
Joint Director,
HRM-I,DGHRD