



**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**

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Dated: 05.04.2024

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 of **2023 batch** for the assessment year 2023-24-reg.

Please refer to this office letter dated 21.03.2024, wherein detailed instructions have been issued for online writing of APAR in SPARROW-IRS in respect of IRS (C&IT) officers for the assessment year 2023-24.


In continuation to the above-mentioned instructions and regarding queries received from various field formations, following points may be kept in mind while creating APAR of officers of 2023 Batch (promoted from Group B to A):

- 1) As the officer's account has been moved from SPARROW-CBIC to SPARROW-IRS and the relevant forms are not available in the SPARROW-IRS module, APAR cannot be generated online. So, APAR for the part period in A.Y. 2023-24 of the concerned officer who has worked as a Superintendent and AC (in-situ), has to be written manually and the same has to be forwarded to this office for further necessary action.
- 2) For period after joining as Assistant Commissioner till March 2024, the APAR has to be generated in SPARROW-IRS module online.
- 3) In case, officer has not worked for a mandatory 90 days under any reporting officer during A.Y. 2023-24, NRC needs to be issued which can be generated online in the SPARROW-IRS module. The information regarding place of posting, designation and the details of all the reporting/reviewing officers along with period worked under them should be mentioned properly while creating NRC.

In case of any difficulty, Sparrow help-desk may be contacted at [email-help.sparrowirs@gov.in](mailto:help.sparrowirs@gov.in).

This issues with the approval of the competent authority.

Yours faithfully,


(Abhishek Agrawal) 08/04/2024
Additional Director
HRM-I, DGHDRD