OFFICE OF THE PRINCIPAL COMMISSIONER OF
GST AND CENTRAL EXCISE,
CHENNAI NORTH COMMISSIONERATE
26/1, Mahatma Gandhi Marg, Nungambakkam, Chennai-600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

C.No.II/39/123/2016 VIG Ch.1

Dated: 28.11.2018

URGENT

To

All Deputy/Assistant Commissioners,
Headquarters/Divisions,
Chennai North

Sir/Madam,

Sub: Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees – Regarding.

Directorate General of Human Resource Development (CBIC), New Delhi are in the process of implementing e-office Lite (SPARROW) and PIMS for Group B and C employees of CBIC w.e.f 1.4.2019 for the APAR period 2018-19.

2. In this regard, office of the Pr. Chief Commissioner, Chennai Zone have instructed to ensure all Group B and C officers have Aadhar Number and their mobile number should be linked to Aadhar to enable e-Sign in SPARROW. Kindly instruct all Group B and Group C officers working under your charge regarding the above requirements and to fill-up the enclosed proforma Annexure I (duly certified by the AO/DDO/(in-charge of SB) and Annexure II and forward the details to this office on or before 5.12.18 positively.

3. Kindly bestow your personal attention and ensure to send your compliance report with details in respect of all Group B and C officers working under your charge for onward submission to Pr.CCO without delay.

Yours faithfully

(M. CHANDRAN)
ASSISTANT COMMISSIONER(VIG)

Copy submitted to

1. Principal Commissioner, Chennai North
2. Additional Commissioners, Chennai North

...for kind information

Copy to

1. All Administrative Officers (DDO/Estt./SB Section),
   Hqrs/All Divisions,
   Chennai North..... with a request to certify the duly filled-in proforma
   Annexure I and II at the earliest

✓ 2. Superintendent (Computers), Hqrs, Chennai North.. for uploading in website
<table>
<thead>
<tr>
<th>S. NO.</th>
<th>TITLE</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>DESIGNATION</th>
<th>DATE OF BIRTH (DD-MM-YYYY)</th>
<th>DATE OF JOINING (DD-MM-YYYY)</th>
<th>DATE OF RETIREMENT (DD-MM-YYYY)</th>
<th>ZONE/DIRECTORATE</th>
<th>JOINING BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.NO.</td>
<td>TITLE</td>
<td>FIRST NAME</td>
<td>MIDDLE NAME</td>
<td>LAST NAME</td>
<td>DESIGNATION</td>
<td>ZONE/DIRECTORATE</td>
<td>CURRENT POSTING</td>
<td>WHETHER ON LOAN/DEPUTATION</td>
<td>Mobile No</td>
<td>Aadhar No</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>------------</td>
<td>-------------</td>
<td>-----------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>--------------------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>