

**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)**  
**NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400 001**

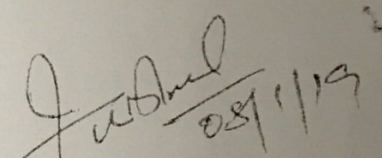
F.No. S/5-52/2011-Estt. (CCR)

Date: 08.01.2019

**CIRCULAR**

Please refer to CCO(Unit-I) letter F.No. S/II-09(03)/2018-CCO-I(Unit-I) regarding **implementation of e-office Lite (SPARROW) and PIMS for Group B&C employees**. In the above said circular the formats for completing the process of creation of IDs for filling of Online APAR and instructions to fill the formats were provided. It is directed that those who do not have their mobile number linked with AADHAR must get it done immediately and provide the details in attached requisite formats in order to complete process of creation of IDs for filling of Online APAR.

The duly filed format must be submitted by 11.01.2019 without fail. The data may be submitted to APAR section P&E 2<sup>nd</sup> Floor.

  
(Amar Prakash)

Assistant. Commissioner of Customs  
APAR Section, New Custom House  
Mumbai Zone-I

Copy to:

1. All Sections(General).
2. DC/EDI for uploading website.
3. Notice Board

Encl: Sheet 1. Annexure-I-Data required by DGHRD from zones(Also available on DGHRD website)  
Sheet 2. Annexure-II Data needed for creation of email ID by Zones. (Also available on DGHRD website)

**ANNEX-I**

**Data required by DGHRD from Zones**

Title (Shri/Smt )	First Name	MiddleName	Last Name	Designation	Zone/Directorate	Current posting	whether on Loan/Deputation	Date of Birth (DD-MM-YYYY)	Date of Retirement (DD-MM-YYYY)	Date of Joining	Joining Rank

ANNEX-II

Data needed for creation of email id by Zones

Title (Shri/Smt)	First Name	Middle name	Last Name	Designation	Zone/Directorate	Current posting	whether on Loan/Deputation	Mobile No.	Date of Birth (DD-MM-YYYY)	Date of Retirement (DD-MM-YYYY)	whether Employee already has name based gov.in email id?
											If yes-> Mention email id If not-> Mention preferred name based gov.in email-id