



**Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Fax: 011-23748050
(www.dghrdcbec.gov.in)**

F.No. 8/B/328/HRD(HRM)/IPR/2016

Dated: .05.2017

To,

The Principal Chief/Chief Commissioners of Customs and Central Excise (All)
The Principal Director/ Director Generals of Customs and Central Excise (All)
The Commissioner I/C of Directorates (All)
The Commissioner, Settlement Commission (All)
The Commissioner, CESTAT(All)
The Commissioner, Authority of Advance Ruling(All),
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Sir/Madam,

Subject: Submission of IPRs for the year 2016-reg.

Please refer to this office letter of even no. dated 26.04.2017 on the above subject wherein it was requested to ensure uploading of IPRs for the year 2016 in SPARROW.

2. It has been noticed that IPRs for the year 2016 in respect of a large number of officers have not still been filed online in SPARROW. An updated Zone wise list of such officers whose IPRs for the year 2016 are yet to be filed online is enclosed as **Annexure-I**, which is also being uploaded on the DGHRD website.
3. It has been also noticed that in respect of a large number of officers, the filing of IPRs for the year 2016 had been initiated and saved as draft but had not been finally submitted by the officers. These draft IPRs available in SPARROW need to be submitted by these officers. An updated Zone wise list of such officers whose IPRs for the year 2016 are yet to be submitted online is enclosed as **Annexure-II**, which is also being uploaded on the DGHRD website.
4. It is therefore requested to personally look into the matter and ensure that the uploading / submitted of IPRs for the year 2016 is completed at the earliest.
5. This issues with the approval of Director General (DGHRD).

Yours faithfully

Encl: as above

श्री.जी.एच.आर.डी. (BVSSS)
प्रेषक.....
क्रम सं. 4414-4474.....
दिनांक... 8/6/17.....

प्रेषित

08/6/17
(Samriti Goel Saran)
Joint Director
HRM, DGHRD