



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

F No. 8/B/309/HRD(HRM)/APAR/2016

Dated: 29.06.2017

To,

The Principal Chief Commissioner / Chief Commissioner (All),
The Principal Director General / Director General (All),
The Principal Commissioner / Commissioners i/c of Directorates (All),
The Principal Commissioner / Commissioner (All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.

Sir/Madam,

Subject: Revision of Role assignment for implementation of online writing of APAR -reg.

Please refer to this office letter no. 28/1/BVS/HRD(HRM)/APAR/2017 dated 16.02.2016 wherein detailed instructions have been issued for online writing of APAR including role of PAR Manager and Custodians in creation of workflow and generation of APAR. It has also been communicated that it would be responsibility of Custodian to forward the completed APARs to Officer Reported Upon for disclosure and would also be responsible for final closure of all APARs.

2. After the recent promotions and transfers, many Officers who were allotted the role of Custodians and PAR Managers might have been transferred from one field formation to another. Therefore role of Officers who have been transferred needs to be revoked and new officers have to be nominated as Custodians and PAR Managers.

3. Therefore it is requested that Group 'A' officers be nominated in the role of PAR Manager, Custodian and Alternate Custodian in case of any change. The details in respect of all officers nominated for above mentioned roles may be immediately sent in the performa given in Annexure 'A' enclosed herewith. These details may also be sent through email to help.sparrowcbec@nic.in. This may be done on priority so that the APARs can be processed smoothly on SPARROW.

Yours faithfully,


(Sanjiv Godh Saran)
Joint Director

श्री. वि. स. नं. २८/१/बी. वी. एस./ए. पार/२०१७
दि. १६/०२/२०१६
सं. ४९६८-५०२८
दि. ३०/६/१७

Annexure A

Performa for Custodian-

Commisionerate/ Directorate	Designation	Contact No- official	Contact no- Mobile	Email id	Remarks

Perfroma for nomination of Alternate Custodian

Commisionerate/ Directorate	Designation	Contact No- official	Contact no- Mobile	Email id	Remarks

Performa for nomination of PAR manager

Commisionerate/ Directorate	Designation	Contact No- official	Contact no- Mobile	Email id	Remarks