



भारत सरकार

**GOVERNMENT OF INDIA**

सीमा शुल्क आयुक्त का कार्यालय (विमानपत्तन व प्रशासन)

**OFFICE OF THE COMMISSIONER OF CUSTOMS (Airport & Admn.)**

सीमा शुल्क सदन, 15/1, स्ट्रैंड रोड, कोलकाता -- 700 001

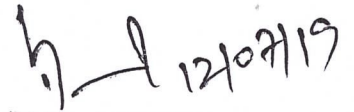
**CUSTOM HOUSE, 15/1, STRAND ROAD, KOLKATA- 700 001**

**ESTABLISHMENT CIRCULAR NO. 113 /2019**

As per data available in Dashboard of SPARROW, it is observed that some officers under this Commissionerate have not yet filled their APAR i.e requisite details in "Self-Appraisal" (Section – II) till date despite creation of their work-flow. In this connection, it is reiterated that the last date for submission of self appraisal in online APAR (i.e SPARROW) has already expired on 30.06.2019 but the system is accepting submission of the same till date.

In view of above all officers who have not yet submitted their APAR are requested to do the same immediately as the last date for grading by reporting officer is **31<sup>st</sup> July, 2019** .

Further, as per Whatsapp communication dated 08.07.2019 received from Shri Ajay Luhach, Project Manager (e-office Lite SPARROW), DGHRD, New Delhi, it is illegal to use someone else's Aadhaar for authentication for e-Signing during final submission of APAR and will be treated as **INVALID**. Therefore, if any officer who has already submitted his/her Section – II (Self-Appraisal Report) by using someone else's Aadhaar authentication, he/she is requested to report immediately to SPARROW Cell, Establishment Section for re-generation of their work-flow.



(N.E. AHMED)

Assistant Commissioner of Customs

(Personnel & Establishment)

Custom House ; Kolkata

F.No.S51(Misc.)-129/2016 Estt.(Pt.I)

Dated : 12 .07.2019

To

1. All the Departments.
2. Kolkata Customs Website : [www.kolkatacustoms.gov.in](http://www.kolkatacustoms.gov.in)
3. Notice Board.