

**MOST URGENT  
FOR WIDE CIRCULATION**



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**

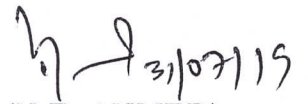
**ESTABLISHMENT CIRCULAR NO. 125 /2019**

As per data available on 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 view of the above, all officer(s) who have not yet filled their 'Self-Appraisal' (Section - II) till date due to non-linking of Aadhaar with Mobile Number or any other reasons, are hereby requested to fill at least their requisite details in 'Self-Appraisal' (Section - II) and save the same as 'Draft,' so that blank APAR without Self-Appraisal may not get forwarded to their respective Reporting/Reviewing Officers.

Furthermore, it is also informed, if any officer who has already submitted his/her Self-Appraisal (Section - II) by using someone else's Aadhaar Authentication, he/she is requested to report immediately to SPARROW Cell/APAR Section, Establishment Department, Custom House, Kolkata for re-generation of their work-flow.

All Sectional Heads are requested to make arrangements for wide circulation of the matter among all the staff/officers under their charge for necessary compliance.

  
(N.E. AHMED)

Assistant Commissioner of Customs  
(Personnel & Establishment)  
Custom House ; Kolkata

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

Dated : 31.07.2019

To

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