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OFFICE OF THE PRINCIPAL COMMISSIONER OF
GST AND CENTRAL EXCISE,
CHENNAI NORTH COMMISSIONERATE

26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

C.No.II/39/123/2016 Vig. Ch.North- I

Dated: 25 .04.2019

To,

All Divisions/Sections (Hqrs./ Office),
Chennai North Commissionerate,
Chennai- 600 034.

Sir/Madam,

Sub: Implementation of e-office Lite (SPARROW) for Group 'B' & 'C' officers
under CBIC- Retrieval/Modification of Mail Id and details - Reg.

It is requested to all Group B & C officers to check their GOV.IN mail Id along with other details through the link provided below. The same Id will be used for login into e-Office Lite SPARROW for filing online APAR.

https://drive.google.com/file/d/1uqG_xEhb_0t8sXk4rj8HWed_F6Fw3ou0/view?usp=sharing (Open in Google Chrome)

2. Those officers whose gov mail Id are there in the link provided above, they are requested to login at mail.gov.in and submit the required details to complete their profile and get access to GOV mail.

If the password is not received on the registered mobile number, kindly recover your password through "[Forget Password](#)" → "PASSAPP" by providing your gov mail Id and submitting the "Random Number(OTP)" received on your registered mobile number.

3. Those officers whose name/gov Id is not there in the list, kindly follow the link below and submit the required details to get gov mail Id and after receiving, follow the above procedure(2.) to get access to gov mail Id.

[Link to enter details in case mail ID is not received](#)

4. Officers, whose details given in the list are incorrect, are requested to follow the link given below by selecting "Other" option and submit the correct details.

[Link to update in case of incorrect details](#)

5. It is informed that the mobile number provided must be linked to the Aadhar, failure to which the office will not be able to get access to gov mail ID and it won't be possible to file APAR online.

Yours faithfully,

(K.G.NANDAKISHORE)
ASSISTANT COMMISSIONER(VIG)