

		दूरभाष /Telephone:044-28335040 फेक्स /Fax :044-28331090
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: 28.06.2019

To,

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

Sir/Madam,

Sub: E-office Lite (SPARROW) – Filing of Online APAR by 30.06.2019 and Related Instructions -Reg.

Regarding the implementation of e-office Lite SPARROW, all officers are requested submit their PARs by Saturday. The officers who have not completed their submissions may be called and sensitized the same and as to how this permanent record will help them in promotions etc.

2. Another issue noticed is that it appears that fresh email ids, generated and sent to the officers, have not been reported by them to the Custodian. This also needs to be taken up with the officers so that PAR generation can be completed.

3. Many officers have multiple official email IDs, which makes it difficult to map them. They have to surrender their extra IDs.

Yours faithfully,


(K G NANADAKISHORE)

ASSISTANT COMMISSIONER (TECH)