



आयुक्त सीमाशुल्क (सामान्य) का कार्यालय, मुंबई अंचल -II
जवाहरलाल नेहरू सीमाशुल्क भवन- महाराष्ट्र, रायगड जिला, उरण तालुका, शेवा न्हावा, ४००७०७
Office of the Commissioner of Customs (General), Mumbai Zone-II
Jawaharlal Nehru Custom House, NhavaSheva, Tal: Uran, Dist: Raigad, Maharashtra- 400707


F. No. S/5-Gen-74/2018-19/ P&E (IPR & APAR)/JNCH

Date: 13.12.2018

OFFICE CIRCULAR

Please refer to Office Circular dated 27.11.2018 regarding Implementation of e-Office Lite (SPARROW) and PIMS for Group B & C employees. In the above said circular the formats for completing the process of creation of IDs for filing of Online APAR and instructions to fill the formats were provided. But it is noticed that approximately 30% of the staff has still not submitted the duly filled forms. Hence, it is once again directed that those who do not have their mobile number linked with AADHAR must get it done immediately and provide the details in attached requisite formats in order to complete process of creation of IDs for filing of Online APAR.

The duly filled format must be submitted by 20th December 2018 without fail. The data may be submitted to IPR & APAR Section, 7th Floor, A-Wing, JNCH.


13/12/18

(Safruddin Ahmed)

Asstt. Commissioner of Customs
P&E Section, JNCH

Encl : Sheet 1- Annexure I- Data required by DGHRD from Zones
Sheet 2- Annexure II- Data needed for creation of email ID by Zones

Copy to all Section/Departments & EDI for uploading on JNCH website.



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Date: 27.11.2018

OFFICE CIRCULAR

Please refer to Office Circular dated 20.11.2018 regarding Implementation of e-Office Lite (SPARROW) and PIMS for Group B & C employees. In this regard, the instructions and formats as provided by DGHRD has changed. Hence, it is requested to ignore the above said circular and to provide the details in attached requisite formats in order to complete process of creation of IDs for filing of Online APAR.

Instructions to be followed while filling up the requisite formats:

1. In Annex- I, "Joining Rank" means the designation on which the officer joined the department.
2. All the Group B & C employees must ensure that they have Aadhar number and their mobile number should be linked to Aadhar to enable eSign in SPARROW.

The last date for submission of the duly filed format is 05th December 2018. The data may be submitted to IPR & APAR Section, 7th Floor, A-Wing, JNCH.


27/11/18

(Rajiv Shankar)
Joint Commissioner of Customs
NS-General, JNCH

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