



**Government of India**  
**Ministry of Finance, Department of Revenue**  
**Central Board of Indirect Taxes & Customs**  
**Directorate General of Human Resource Management**  
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F.NO. 34/BVS/HRD(HRM-I)/Office Order/2019 /5078 Dated: 09.12.2019

**OFFICE ORDER No.12/2019**

Consequent upon joining of three ADs and reliving of one DD from DGHRD (HRM-I), the following work/charge allocation is ordered amongst the AD/DDs of DGHRD (HRM-I) with immediate effect and until further orders:-

Name	Cell/Branch	Allocated work
Shri Priytosh, Assistant Director	SPARROW	(i) Web Management of DGHRD website. (ii) Work pertaining to maintenance of Sparrow-IRS. (iii) Work pertaining to maintenance of APAR module & Online writing of APAR/ IPR; All matters relating to SPARROW IRS. (iv) Online Deputation module work; (v) DPC and regularization work.
Shri Vikash Varma, Assistant Director	SPARROW	SPARROW-CBIC; All matters relating to:- (i) GOV.in email ID work. (ii) SPARROW-Seva/Helpdesk. (iii) DPC and regularization work.
Shri Sanjai Srivastava, Assistant Director		(i) All Policy related matters. (ii) Cadre Restructuring. (iii) All work pertaining to Recruitment Rules of all Grades. (iv) DPC & regularization work.
Shri. R.C. Sharma, Assistant Director	Administration	(i) Administrative Matters pertaining to HRM-I Wing; coordination with HRM-II. (ii) Work related to DPC.
Shri N. Shankar, Assistant Director	Legal Cell	(i) N.R.Parmar issue related work & other Court/CAT related work. (ii) Miscellaneous issues pertaining to (HRM-I) Wing. (iii) DPC work.
Shri Jagdish Lal Sehgal, Assistant Director	APAR Cell	(i) Scanning, accountal of ACRs/APARs of IRS Officers and uploading in the system thereof. (ii) Movement of ACRs/APARs for deputation and other purposes. (iii) Work pertaining to empanelment under Central Staffing Scheme (CSS).

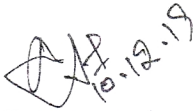
		(vii) Pertaining repository of instructions relating to ACRs/APARs.
Shri Neeraj Babu Jain, Assistant Director	APARs/IPR/ Compactor/ APAR Representations	(i) Custody & Movement of ACRs/APARs of IRS Officers. (ii) Work pertaining to NRC & Representations related to ACR/APAR. (iii) Custodian of all papers/data including minutes/select lists pertaining to various DPCs. (iv) IPR Cell (All work related to IPRs). (v) Nodal officer for NRCs of Commissioner and above. (vi) APAR representations matters. (vii) Pending issues relating to APARs/IPRs. (viii) Maintaining the repository of all APAR/IPR instructions etc.
Shri Pradeep Kumar Manderna, Assistant Director		(i) Work pertaining to receipt, accountal of ACRs of Group B Officers for promotions in JTS Grade. (ii) DPC from Group 'B' to 'A' & other DPC. (iii) Matters relating to regularization. (iv) All India Seniority lists of Group-'B' Gazetted Officers.
Shri Dibyendu Das, Assistant Director		(i) Work pertaining to review DPCs in various grades of IRS. (ii) Work pertaining to NFSG & NFU for various grades of IRS. (iii) Other DPCs. (iv) Ante dating. (v) RTI & CP Gram related all correspondence of HRM-I. (vi) Supervision of vacancy determination, eligibility and seniority matter pertaining to Group 'A' officers.

**Work pertaining to specific DPCs shall be allotted to individual officers.**

In addition to aforesaid work allocation, the officers shall also attend to any other work assigned by superior officers from time to time.

This supersedes all previous orders on the subject.

This issues with the approval of Competent Authority.

  
10.12.19

(R.C.Sharma)  
Assistant Director (Admn.)  
DGHRD, HRM-I

**Copy for information to:**

- (i) All concerned officers
- (ii) PS to DG, HRM/ PA to AGD, HRM-I.