



सीमा शुल्क प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
सीमा शुल्क सदन : पत्तन क्षेत्र : विशाखापट्टनम-3५  
CUSTOMS HOUSE:: PORT AREA :: VISAKHAPATNAM- 35  
☎- 2564552:: 📠 - 2562613 :: ✉ - [estt-cusvzg@gov.in](mailto:estt-cusvzg@gov.in)

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**CIRCULAR**

Sub: - Implementation of e-office Lite (SPARROW) and PIMS for CBIC employees – Regarding

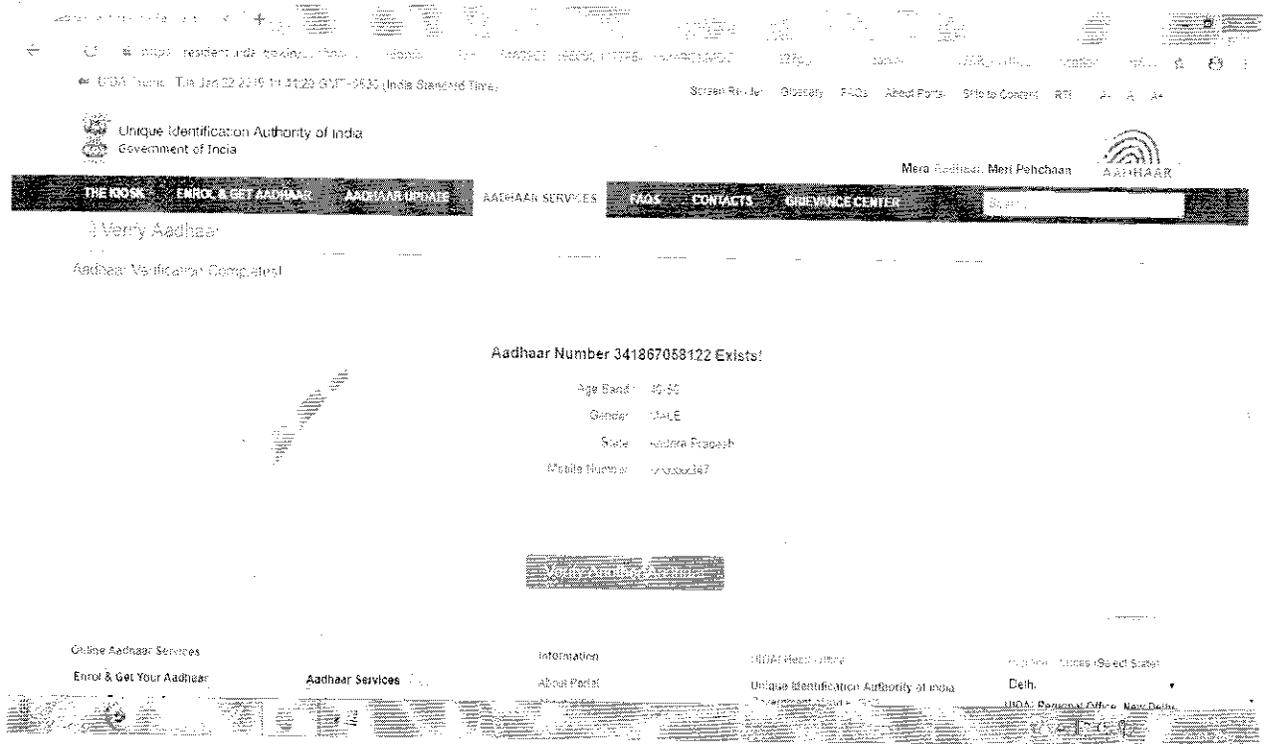
Attention of all the Group ‘B’ and ‘C’ officers is invited to the Circular of even no. dated 14/12/2018 on the above subject which can also be viewed on Visakhapatnam Custom House website at <http://www.vizagcustoms.gov.in/notices/circulars/sparrow.pdf>. As already informed, CBIC has proposed to implement e-office Lite (SPARROW) and PIMS for all the Group ‘B’ and ‘C’ officers and accordingly, all the Group ‘B’ and ‘C’ officers were directed to furnish the details as prescribed in Annexure – I and Annexure – II enclosed to the said Circular dated 14/12/2018 to the Establishment Section for generation of unique Employee id and NIC e-mail id account creation.

2. In this connection attention of the officers is specifically drawn to the column in Annexure II about the Mobile No. to be furnished. It is once again reiterated that the Mobile No. furnished by the officers should be the one which is linked to Aadhaar Number. Officers can verify whether the mobile no. furnished by them is linked to their Aadhaar No. or not by following the steps given below.

i) Type <https://resident.uidai.gov.in/aadhaarverification> on the task bar and the following screen will appear

The screenshot shows the Aadhaar verification website interface. At the top, there is a navigation bar with links for 'THE HOME', 'ENROL & GET AADHAAR', 'AADHAAR UPDATE', 'AADHAAR SERVICES', 'FAQ', 'CONTACT US', and 'GRIEVANCE CENTER'. Below the navigation bar, there is a section for 'Aadhaar Verification' with a 'Note' stating: 'Enter the 12 digit Aadhaar Number in the eleven box to carry if your Aadhaar number is valid and not deactivated'. The main form has a 'Mobile and Aadhaar' section with a 'Mobile No.' field and an 'Aadhaar Number' field. Below the Aadhaar Number field, there is a 'Security Code' field and a 'Verify' button. A security code '0207' is displayed in a box. At the bottom, there is a footer with links for 'Create Aadhaar Services', 'Aadhaar Enrolment', 'Information', 'Feedback and Help', and 'Regional Offices. Select State'.

- ii) Type your 16 digit Aadhaar No. and enter the security code appearing on the screen and click verify. The following screen showing the last 3 digits of your Mobile No. will appear



The said Mobile No., whose last 3 digits appear on the screen, is the one which is linked to the Aadhaar Number. If the said Mobile No. is not furnished to the Department in Annexure II, then the officers have to furnish the Mobile No. appearing on the screen to the Department. If the said Mobile No. appearing on the screen is no longer in their possession or if no Mobile No. is appearing on the screen, the following steps need to be taken

### **How to Update/Change Your Mobile Number in Aadhaar Card**

There are instances where people are no longer using the mobile number that was registered with UIDAI. A person can update/change his mobile number in Aadhaar by visiting the Aadhaar Enrolment/Update Centre.

3. All the officers are instructed to carefully go through the Circular and take steps to furnish the Mobile No., which is linked to Aadhaar No. only by 15/02/2019 or else it will be deemed that the Mobile No. already furnished by them are Aadhaar linked.

  
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(पी. माधुरी / P.MADHUREE)  
उप आयुक्त / DEPUTY COMMISSIONER OF CUSTOMS

Copy to:

1. All Sections.
2. Supdt (EDI) for uploading the Circular on Custom House website