

No.30/24/2013-3S(I)
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT

To

Subject **Online filing of Performance Appraisal Report of IAS officers and issuance of Digital Signature Certificate (DSC).**

I am directed to refer to the subject noted above and to forward a copy of letter No.04/04/2016-EO(PR) dated 02.05.2016 alongwith its enclosures received from Department of Personnel & Training, New Delhi for information and necessary action.

3. This letter is also available alongwith enclosures on web site of Chief Secretary Haryana at <http://csharyana.gov.in> under tag Branches > Service-I.

- Khan

(Sube Khan)

Superintendent Services-I

for Chief Secretary to Government, Haryana.

Endst No.30/24/2013-3SI

Dated (handigarh 23rd May,2016.

A copy is forwarded to Shri Anand Madhukar, Director(ACC), Government of India, Secretariat of the Appointments Committee of the Cabinet, Department of Personnel & Training, Office of the Establishment Officer, North Block, New Delhi in reference of his letter No.04/04/2016-EO(P'R) dated 02.05.2016 for information.

S. Pharo

(Sube Khan)

Superintendent Services-I

for Chief Secretary to Government, Haryana.

सं. / No.04/04/2016-EO(PR)

भारत सरकार

Government of India

मंत्रिमंडलीय नियुक्ति समिति का सचिवलय

Secretariat of the Appointments Committee of the Cabinet

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

स्थापना अधिकारी का कार्यालय

Office of the Establishment Officer



CS
10-5-16

नॉर्थ ब्लॉक, नई दिल्ली
North, Block, New Delhi
दिनांकित / Dated : 02.05.2016

कार्यालय ज्ञापन
OFFICE MEMORANDUM

Subject:- **Online filing of PAR by IAS officers – issue of instructions regarding DSC – regarding.**

The undersigned is directed to state that NIC vide its letter No.:NIC/PersInfotech/DoPT/2016 dated 22.04.2016 (copy enclosed) has informed that it has made necessary arrangement from its budget to provide Digital Signature Certificate(DSC) to Officers(IAS as well as other officers who will be in the workflow) for online filing of PARs by IAS officers.

2. M/s. nCode Solutions, a NICSI's empanelled agency will issue/renew DSCs to the applicant for which the applicant needs to sent the following documents:

- Registration form (format enclosed) for Digital Signature Certificate (Government) (Available at <http://nicci.nic.in/showfile.asp?lid=71&EncHidd=2>).
- Letter of verification (format enclosed)
- Delivery challan (signed & stamped) (format enclosed)
- Govt. ID card (duly attested by competent authority)
- Address proof duly attested.

2. The concerned Cadre Controlling Authorities and Ministries/Departments of the Central Government are to sent the aforesaid documents from the concerned officers to the NIC officials at the following:

Mr. Rajiv Goel, DGM NICSI. Contact no: 9810077128.
Mr. Abhijeet Agarwal. (nCode Solutions). Contact no: 9899386830.
National Informatics Centre Services Incorporated
6th Floor, Hall No. 2&3, NBCC Tower,
15 Bhikaji Cama Place,
New Delhi-110066
Tel.: +91-11-26105054
Fax: +91-11-26105212

Or

Mr. Nikhil Sharma. Contact no: 09953260075
Mr. Sachin Sethi: Contact no: 08130033860.
(n) Code Solutions-A Division of GNFC Ltd,
GNFC House
E-223, East of Kailash,
New Delhi-110065.
Ph: 011- 26452279/26452280. Fax: 011-2645. 281.

.....2/-

3. All the State Governments/Ministries/Departments are requested to take immediate steps for renewal/obtaining of DSC to ensure timely filing of ARs and Assets & Liabilities Returns.

4. This issues in supersession of this Department's D.M of even number dated 05.04.2016 (copy enclosed).

CA
21/11/16
(Anand Madhukar)
Director (ACC)
2309 2272

1. All Secretaries of all the Departments/Ministries of the Government of India (as per list enclosed.)
2. All Chief Secretaries of all the States/UTs (as per list enclosed.)

Copy to :

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. Election Commission, New Delhi.
7. Central Vigilance Commission, New Delhi.
8. O/o Comptroller & Auditor General, New Delhi.
9. DG, NIC.

CA
21/11/16
(Anand Madhukar)
Director (ACC)
2309 2272



S N Sowpari
Sr. Technical Director

No.:NIC/PersInfotech/DoPT/2016

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY
NATIONAL INFORMATICS CENTRE
A-BLOCK, C.O. COMPLEX, LODHI ROAD
NEW DELHI-110 003

ग्रास/ग्रास-निकनेट HQ

फॉक्स/फॉक्स

संदेश/ई-मेल

Dated: 22.04.2016

Subject: Provision of Digital Signature Certificates (DSCs) by NIC to Member of Service (IAS) for online filing of APAR in SPARROW.

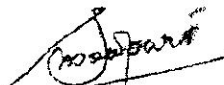
Dear Sir,

The undersigned is directed to convey that NIC is making necessary arrangement from its budget to provide Digital Signature Certificates to officers (IAS as well as other officers who will be in the workflow) for online filing of APAR by IAS officers. The DSCs will be issued by NICS through its empanelled agency.

The above is issued with the approval of competent authority

With Kind Regards,

Yours Sincerely,


(S N Sowpari)

✓ To,
Director (PR)
D/o Personnel & Training
North Block; New Delhi

Copy for kind information to:

1. Office of Director General, NIC
2. Managing Director, NICS
3. Dr. S C Pradhan, Deputy Director General, E-Sign Group

(S N Sowpari)

-5

सं. / No.04/04/2016-EO(PR)

भारत सरकार

Government of India

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Department of Personnel & Training

स्थापना अधिकारी का कार्यालय

Office of the Establishment Officer

नॉर्थ ब्लॉक, नई दिल्ली

North, Block, New Delhi

दिनांकित / Dated : 05.04.2016

कार्यालय ज्ञापन

OFFICE MEMORANDUM

Subject:- Online filing of PAR by IAS officers – issue of instructions regarding DSC – reg.

The undersigned is directed to refer to then Secretary, DoPT's D.O.No.4/2/13-EO(PR) dated 31.10.2013 addressed to all Secretaries in the Government of India and the then Establishment Officer's D.O.No.4/2/13-EO(PR) dated 09.10.2013 addressed to all Chief Secretaries in the State Governments regarding filing of APARs and the procedure to be followed for obtaining Digital Signature Certificate (DSC) for IAS officers. The DSCs are also required for submission of Returns of Assets and Liabilities under the Lokpal Act. It is understood that many of the DSCs issued to the officers have either already lapsed or will be lapsing in the near future.

2. In this connection, the procedure for getting the DSCs issued and rates for the same are available on NICS website <http://nicsi.com> under the link <http://nicsi.com/showfile.asp?lid=67&EncHiddd=> and are encapsulated as under:-

- a) Client organisations will request for Proforma Invoice from NICS via E-Mails to nicsi-pi@nic.in specifying requirement, i.e. the number and class of DSC/Token for DSC required.
- b) PI Division of NICS will provide the Proforma Invoice and mandatory User Information sheet to the organisation at its email id.
- c) Organisation concerned will transfer the Invoice value through cheques/ RTGS, NEFT and follow it up by sending back the filled up and signed User Information Sheet. User Information Sheet which is mandatory must be sent to dscproj-nicsi@nic.in email id also.
- d) NICS, on receipt of the User Information Sheet will reconcile the payment received, initiate the project and place order on the vendor.
- e) The vendor will contact the concerned Organisation, collect the mandatory documents like photograph, identity & address proof etc before servicing the request.
- f) After the client organisation certifies the satisfactory provision of the service, the bills of the vendor will be submitted to NICS and payment released by NICS.

- g) The support services would be provided by the vendor to the client organisation during the validity of the services.

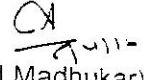
3. It may be noted that for the purpose of filing PAR as well as Assets and Liabilities Returns, Class 2 certificates are to be obtained. The charges incurred in obtaining/renewal of the DSC would be borne by the concerned State Governments/Ministries/Departments or the Organisation where the IAS officer may be working at the relevant point of time. At present, the approved indicative rates for fresh issue of DSC Class-2 are as under which are, however, liable to change and are exclusive of applicable taxes :-

Token Cost : Rs.528/-
Class 2 DSC charges : Rs.453/- (validity 2 years)

NICSI has also indicated that the exact rates would depend on the desired quantity.

4. All the State Governments/Ministries/Departments are requested to take immediate steps for renewal/obtaining of DSC to ensure timely filing of PARs and Assets & Liabilities Returns. The procedure as outlined above shall also be followed for any future requirement for issue of fresh DSC/renewal of DSCs. For any further clarifications, please contact **Shri B. Ravi Kumar, Technical Director, NIC DoPT (Tele: 23040399, e-mail: bravi@nic.in)**.

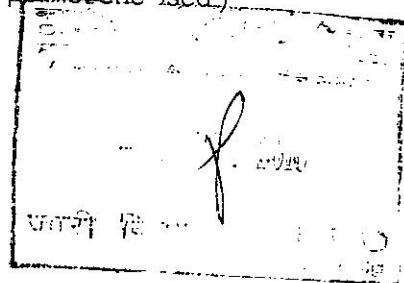
5. This issues with the concurrence of IFD and approval of Secretary(P).

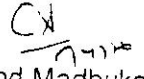

(Anand Madhukar)
Director (ACC)
2309 2272

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6. Election Commission, New Delhi.
7. Central Vigilance Commission, New Delhi.
8. O/o Comptroller & Auditor General, New Delhi.




(Anand Madhukar)
Director (ACC)
2309 2272



Registration Form for Digital Certificate

GOVERNMENT

(n)Code
Solutions
e-Safe e-Secure e-Sure

Customer Identification Number : _____ (for office use only)

PLEASE TICK ANY ONE

Class2

OR

Class3



Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt

INSTRUCTIONS :

1. Please fill the form in English only in legible format and IN BLUE INK ONLY.
2. OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
3. In case of keypair been compromised/lost/deleted, please apply for revocation of certificate.
4. For obtaining Class 3 "Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
5. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
6. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible.
7. FIPS 140-1/2 level validated hardware cryptographic token required to download the DSC.

Applicant Name

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM

Surname

First Name

Middle Name

Affix recent
passport size
photograph of the
applicant

Unique Email ID

Unique Mobile No.

Identity Details of Applicant DOC No.

☐ *PAN Card

☐ Driving License

☐ Passport

☐ Govt. ID Card

☐ Postoffice ID Card

☐ Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Tick any one and enclose the attested copy of same. (*For PAN based DSC, please provide the PAN Card details.)

Organization Name

Govt. ID Card Detail

(Enclose attested copy)

Department

Office Address

Area / Landmark

PLEASE NOTE :

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees with both.

DECLARATION :

1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
3. I hereby authorize (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

For RA use only

All Documents, address and physical presence verified by

RA Name, Seal & Signature

V 4.4



Toll Free : 1800 - 233 - 1010

www.ncodesolutions.com

(n)



Registration Form for Digital Certificate

GOVERNMENT

(n)Code
Solutions
e Safe e Secure e Sure

Customer Identification Number : _____ (for office use only)



Documents Required for Verification

Attested copy of following for Government Application

- A. Applicant's identity card.
- B. The application for DSC should be forwarded/Certified by the authorized signatory (Compete authority of the Department/ Head of Office / NIC Coordinator).
- C. Copy of identity card of authorised signatory.

Note :

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber, with a statement similar to that used for life certificate of pensioners
- B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

Authorization Letter

To,
(n)Code Solutions (A Division of GNFC Ltd.)
This to certify that

Mr. / Ms. _____ (certificate applicant)
Mobile _____ has provided correct information in the application for issue of Digital Certificate to the best of my knowledge and belief and is working with _____ (organization name). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name			
Designation		Identity	
Date		Signature of Authorising Person (Blue Ink Only)	
Place		(with Seal of Organization)	
		[Sign : _____]	

(n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25272525
southsales@ncode.in

Mumbai
022-22048908
mumbaivals@ncode

Surat
0261-2789944
suratsales@ncode.in

V 4.4

Toll Free : 1800 - 233 - 1010
www.ncodesolutions.com

(n)