

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

Dated Chandigarh, the 22nd February, 2017.

To
All the IAS officers in Haryana.

Subject **Online filing of PAR of IAS officers with the option of E-Sign.**

Sir/Madam,

I am directed to refer to the subject noted above and to forward a copy **E-Sign Booklet** as the new "eSign" facility also available on SPARROW for submitting Self Appraisal/IPR which is an innovative initiative for allowing easy, efficient, and secure signing of electronic documents by authenticating signer using Aadhaar eKYC services. With this service, any Aadhaar holder can digitally sign an electronic document without having to obtain a physical digital signature dongle through OTP based authentication. The Officer should have 12 digits Aadhaar Number. For OTP based authentication, the mobile number which is registered with Aadhaar number at the time of Aadhaar Registration. Officer can enter the Aadhaar number and click on **Verify and Update** in the window appear after login SPARROW and enter the OTP and click on **verify with eSign** button. Officer can "eSign" after a result message prompts **"Verified Successfully"**.

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

Yours faithfully,



(Sube Khan)

Superintendent Service-I
for Chief Secretary to Government Haryana.



A DIGITAL WORK PLACE SOLUTION

SPARROW

SPARROW
Smart Performance Appraisal Report Recording Online Window
(eSign Guidelines)



Prepared by
National Informatics Centre

Introduction

eSign is an innovative initiative for allowing easy, efficient, and secure signing of electronic documents by authenticating signer using Aadhaar eKYC services. With this service, any Aadhaar holder can digitally sign an electronic document without having to obtain a physical digital signature dongle through OTP based authentication. The user should have 12 digits Aadhaar Number. For OTP based authentication, the mobile number should be registered with Aadhaar number at the time of Aadhaar Registration. For OTP Verification kindly refer the link <https://ssup.uidai.gov.in/web/guest/update>.

Objective

The objective of eSign service is to offer on-line service to officers for instant signing of their documents securely in a legally acceptable form.

Two major challenges involved are:

- a) authentication of the user and
- b) Trusted method of signing.

Aadhaar based authentication is carried out to address the first challenge and Public Key Infrastructure (PKI) is used to securely sign the user document and establish the trust.

Steps to Verify Aadhaar Number with SPARROW application

1. Visit the link <https://sparrow.eoffice.gov.in/> using the browsers like IE 11 or Mozilla Firefox.
2. A window will appear as in **Fig. 1.1.**, click the **Continue** button.

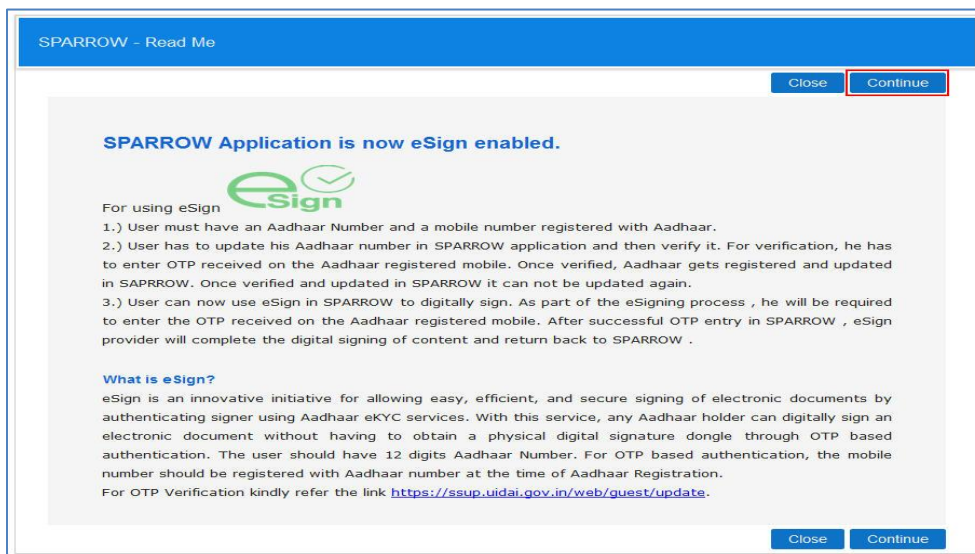


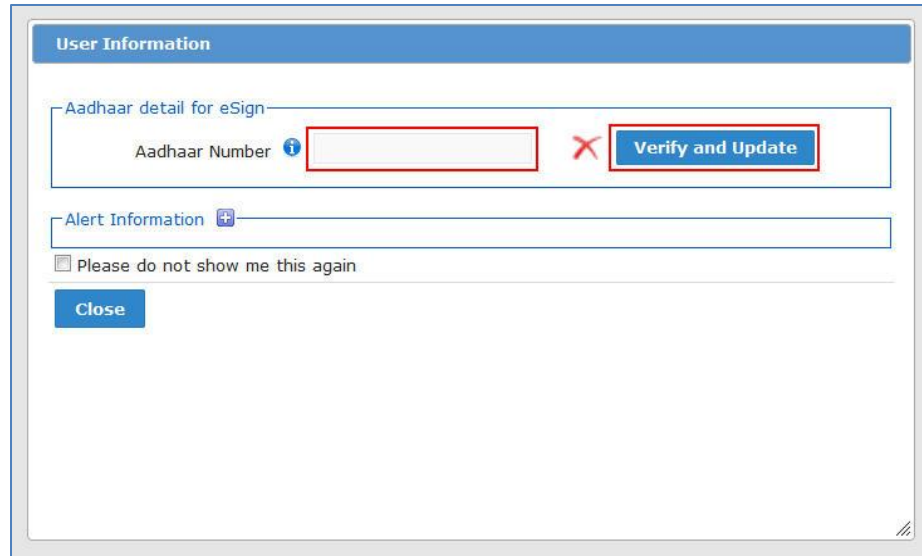
Fig.1.1

3. Another window appears as shown in **Fig.1.2.** Enter the credentials, username for SPARROW will be NIC email ID (before the '@' sign) if officer's NIC email ID is one of among types i.e., abc@nic.in, abc@ifs.nic.in or abc@gov.in and password will be the same as password of NIC email ID and Click on **Login** button.



Fig.1.2

4. Enter the Aadhaar number and click on **Verify and Update** button as shown in **Fig.1.3**



User Information

Aadhaar detail for eSign

Aadhaar Number

Alert Information

☐ Please do not show me this again

Fig.1.3

5. Select the check box and click on **I agree** button, **Fig.1.4**. User will get an OTP(One Time Password) on the mobile number registered with Aadhaar Number



Please check the box to provide your consent to the below option. I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of availing of the nic-eSign Gateway from National Informatics Centre. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

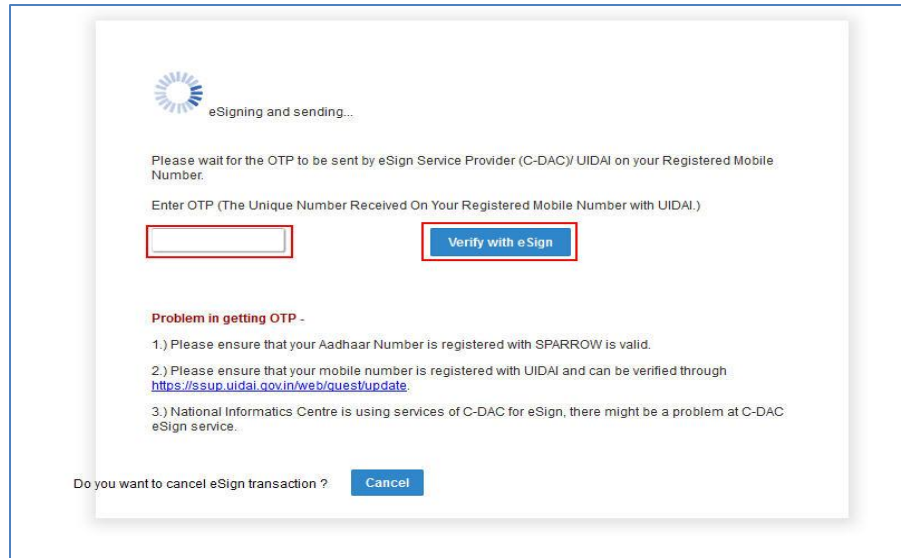
- * Common Name (name as obtained from e-KYC)
- * Unique Identifier (hash of Aadhaar number)
- * Pseudonym (unique code sent by UIDAI in e-KYC response)
- * State or Province (state as obtained from e-KYC)
- * Postal Code (postal code as obtained from e-KYC)
- * Telephone Number (hash of phone as obtained from e-KYC)

I understand that National Informatics Centre shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

☒

Fig.1.4

6. Enter the OTP and click on **verify with eSign** button , as shown in **Fig.1.5**



eSigning and sending...

Please wait for the OTP to be sent by eSign Service Provider (C-DAC)/UIDAI on your Registered Mobile Number.

Enter OTP (The Unique Number Received On Your Registered Mobile Number with UIDAI.)

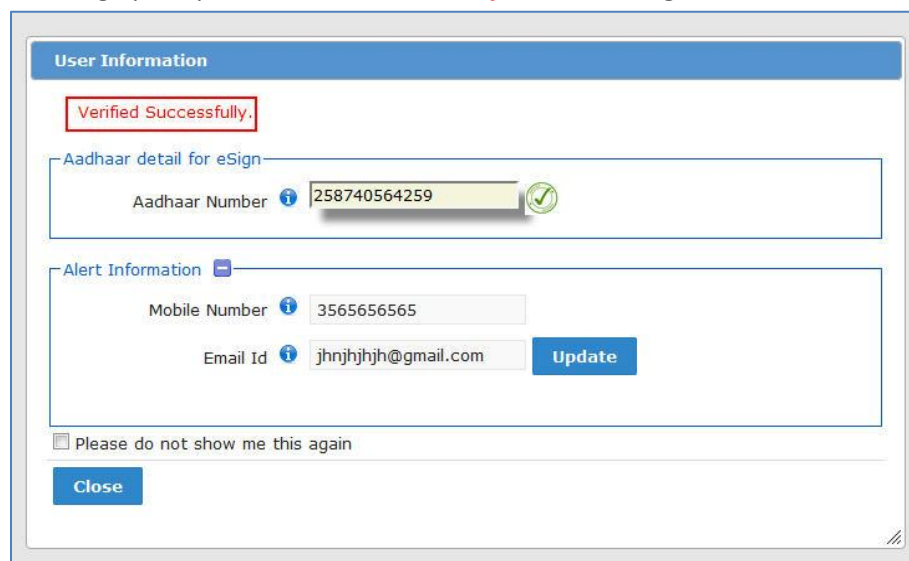
Problem in getting OTP -

- 1.) Please ensure that your Aadhaar Number is registered with SPARROW is valid.
- 2.) Please ensure that your mobile number is registered with UIDAI and can be verified through <https://sug.uidai.gov.in/web/quest/update>.
- 3.) National Informatics Centre is using services of C-DAC for eSign, there might be a problem at C-DAC eSign service.

Do you want to cancel eSign transaction ?

Fig.1.5

7. As a result message prompts **“Verified Successfully”**, shown in Fig.1.6



User Information

Verified Successfully.

Aadhaar detail for eSign

Aadhaar Number

Alert Information

Mobile Number

Email Id

☐ Please do not show me this again

Fig.1.6

Steps to send APAR using eSign

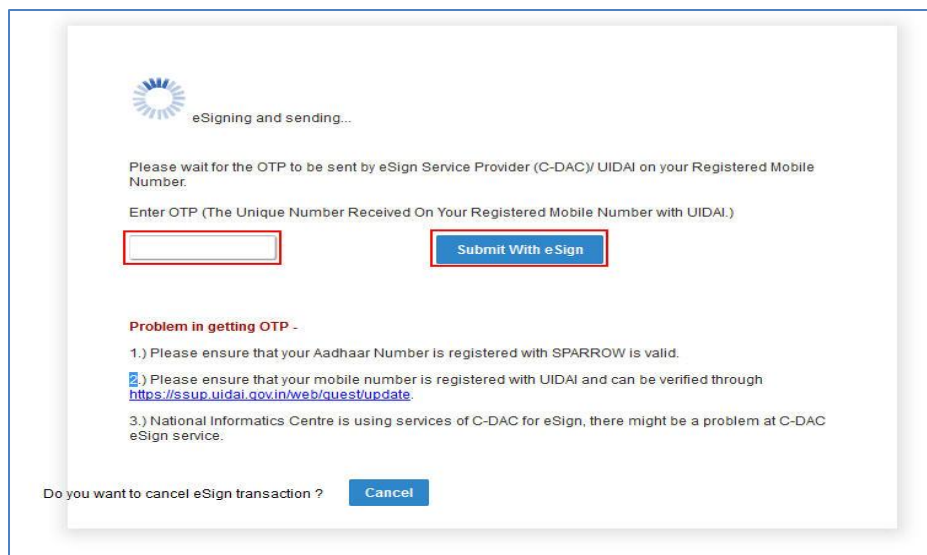
1. Click on **Submit With eSign (Send To Employee)** button, as shown in **Fig.2.1**

Fig.2.1

2. Select the check box and click on **I agree** button, **Fig.2.2**. An alert window appears click on **OK** button, user will get an OTP(One Time Password) on the mobile number registered with Aadhaar Number

Fig.2.2

3. Enter the OTP and click on **verify with eSign** button , as shown in **Fig.2.3**



eSigning and sending...

Please wait for the OTP to be sent by eSign Service Provider (C-DAC)/ UIDAI on your Registered Mobile Number.

Enter OTP (The Unique Number Received On Your Registered Mobile Number with UIDAI.)

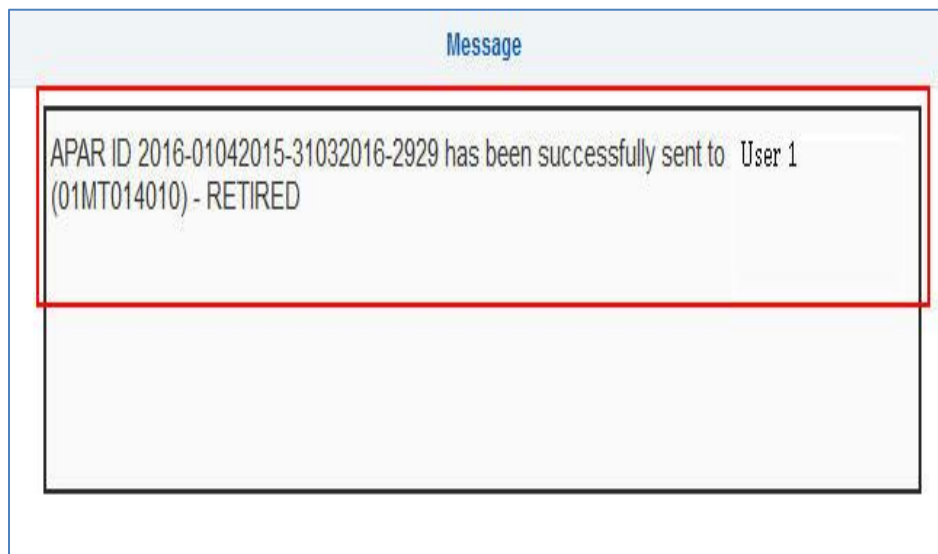
Problem in getting OTP -

- 1.) Please ensure that your Aadhaar Number is registered with SPARROW is valid.
- 2.) Please ensure that your mobile number is registered with UIDAI and can be verified through <https://ssup.uidai.gov.in/web/quest/update>.
- 3.) National Informatics Centre is using services of C-DAC for eSign, there might be a problem at C-DAC eSign service.

Do you want to cancel eSign transaction ?

Fig.2.3

4. The message prompts is shown in **Fig.2.4**



Message

APAR ID 2016-01042015-31032016-2929 has been successfully sent to User 1 (01MT014010) - RETIRED

Fig.2.4

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National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
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