

**MOST URGENT**

No.Per(CR)-B(II)-6/99-Vol-III  
Government of Himachal Pradesh  
Department of Personnel  
Confidential Cell

From

Principal Secretary(Personnel) to the  
Government of Himachal Pradesh.

To

*All IAS Officers of H.P. Cadre.*

Dated, Shimla-2, the *04<sup>th</sup> December, 2013.*

**Subject:-**

**Implementation of e-filing of PAR - Issuance of Digital Signature Certificates to all IAS Officers of H.P.Cadre.**

**Sir/Madam,**

I am directed to refer to the subject cited above and to say that the Government of India, Department of Personnel & Training has taken decision for introducing the online system for filing the PAR. In order to make the system operational, each Member of Service is required to have a Digital Signature Certificate (DSC) which can be used for submitting his own PAR as well as writing the PAR of other officers in his capacity as Reporting/Reviewing/Accepting Authority. The DSC would be issued by the NIC, Himachal Pradesh. However, to issue DSC you have to fill in the enclosed DSC form and submit the same alongwith service ID and PAN card to this department so that the further necessary action to issue the DSC in respect of you could be taken. The DSC request form can also be downloaded from <https://nicca.nic.in>. It is further made clear that e-filing of PAR is going to be implemented from the year 2013-2014. You are, therefore, requested to kindly do the needful within fifteen days positively.

**PERSONAL ATTENTION MAY PLEASE BE GIVEN ON PRIORITY.**

Yours faithfully,

Additional Secretary(Personnel) to the  
Government of Himachal Pradesh.