

By Mail

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

From

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

To

All IAS Officers,
H.P.Cadre,

Dated, Shimla-2, the 20th May, 2016.

Subject: -

Online filling of PAR by IAS officers--issue of instructions
regarding DSC--reg.

Sir/Madam,

I am directed to refer to the subject cited above and to enclose
herewith copy of letter No. No.04/04/2016-EO(PR) dated 02/05/2016, alongwith its
enclosures received from Government of India, Ministry of Personnel & Training, New
Delhi.

You are, therefore, requested to kindly submit the format & its
requisite enclosures to this department in case DSC (Digital Signature Certificate) is to be
obtained/renewed, please. Further, if the DSC has already been procured through private
vendor, duly authenticated bill/Cash memos may be submitted for re-imbusement of
actual/restricted amount, if possible.

Yours faithfully,



(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh.
Phone No. 0177-2622132

Dated, Shimla-2 the 20th May, 2016.

Endst No. As above

1. The Additional Secretary (SA) to the Government of H.P. for information please.
2. The Senior Technical Director, NIC, H.P. for information please.

Amarjeet Singh)

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

Dy. No. 535767/15
Dated... 12.5/16

(3) ACS (Pers)
Department of Personnel
& Training
Confidential
Diary No. 57598527
Date... 16.05.2016

सं. / No.04/04/2016-EO(PR)
भारत सरकार
Government of India
मंत्रिमंडलीय नियुक्ति समिति का सचिवालय
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

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

कार्यालय नमून
OFFICE MEMORANDUM

12/5
82 (P/15) Please put up on
file as discussed
13/5/16
Subject:-
So (copy)
no
16/5/16
Sh. Sanyal

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 NICS'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://nicsi.nic.in/showfile.asp?lid=71&EncHiddd=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 NICS. 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 Kalash,
New Delhi-110065.
Ph: 011- 26452279/26452280. Fax: 011-26452281.

3. 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.

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

CA
Anand Madhukar
(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
Anand Madhukar
(Anand Madhukar)
Director (ACC)
■ 2309 2272

5

NIC-DoPT Computer Centre
Rom No. 11-A, North Block

Dated: 25.04.2016

Subj.: Provisioning of Digital Signature Certificates (DSC) by NIC to each Member of Service (IAS) for filing of APAR (SPARROW).

The copy of NIC letter dated 22.04.2016 regarding the arrangement being made to provide Digital Signature Certificates to IAS officers for online filing of APAR from its budget through NICSi is enclosed herewith for kind perusal.

At present, M/s nCode Solutions, an NICSi's empanelled agency is to issue/ renew DSCs to the applicant. The copy of mail received from nCode solutions is also attached for further details. For issue of DSC/ renew, the applicant needs to send the following:

1. Registration form for Digital Signature Certificate (Government)
(Available at <http://nicsi.nic.in/showfile.asp?lid=71&EncHiddd=2>)
2. Letter of verification
3. Delivery challan (signed & stamped)
4. Govt id card (duly attested by competent authority)
5. Address proof duly attested

The department may contact / send at the following

Mr. Rajiv Goel, DGM NICSi, Contact no: 9810677128 or
Mr. Abhijeet Agarwal (nCode Solutions) ~~9810677128~~ + 9810677128
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
(n)Code Solutions-A Division of GNFC Ltd,
GNFC House
E-223, East of Kailash,
New Delhi-110085
Ph: 011-26452279 / 26452280. Fax: 011-26452281.

Submitted for kind information and further n/a.

B. Ravi Kumar
(B Ravi Kumar)
Scientist-E/Tech.Dir

~~Dir(NCC)~~

U/A to my P.V. done

~~U/A~~

20/4

EO(PA)



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.O. COMPLEX, LODHI ROAD
NEW DELHI-110 003
TELEPHONE: 26103000
FAX: 26103001
E-MAIL: nic@nic.nic.in

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)

Registration Form for Digital Certificate

GOVERNMENT

(n)Code Solutions

GNFC

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 (Competent Authority of the Department: Head of Office / N/C Coordinator)
- C. Copy of identity card of authorized signatory

Notes :

- A. For Class 3 certificate, H/O should verify the physical verification of subscribers 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 form 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 _____
 Place _____ (Sign) _____

(n)Code Offices

Corporate Office: K/11A/6/55, D/14/40/07/000, Sector 14, Gurgaon, Haryana

Delhi	Bangalore	Mumbai	Surat
011-26443279/80	080-26070505	022-22048600	0283-272284
delhi@nccode.in	bangalore@nccode.in	mumbai@nccode.in	surat@nccode.in

V 4.4

Toll Free : 1800 - 233 - 1010

www.nccodesolutions.com



Page 2 of 2 | Corporate Office: K/11A/6/55, D/14/40/07/000, Sector 14, Gurgaon, Haryana

e-Safe, e-Secure, e-Sure



Registration Form for Digital Certificate

GOVERNMENT

(n) Code Solutions

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. Fill up the form in English only in legible format and IN BLUE INK ONLY.
2. Do not use blue ball pen. Please refer to our website www.nccdsolutions.com for more information.
3. Copies of Passport, Govt. Identification Card, Driving License, PAN Card, etc. should be attached as per instructions of certificate.
4. For obtaining Class 3, the recording of DSC assistant is mandatory as per CCA-15 guidelines.
5. incomplete application if name for Requester. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejection after the rejection period.
6. All supporting documents should be attested by Issued Officer or Bank Manager or Head Master and the Home Association Office address and contact number of the issuing office should be clearly visible.
7. If PC, MAC-OS based computer or software or internet access is not available, download the DSC.

Applicant Name _____ APPLICANT TO SIGN AND ATTACH THE PHOTOGRAPH EXTENDED TO APPLICATION FORM →

Unique Email ID _____

Unique Mobile No. _____

Identity Details of Applicant (DSC No.:

- *PAN Card Driving License Passport Govt. ID Card Panchayat 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 states that if anyone makes a false statement or furnishes false information to the CCA or CA or a company or DSC (not personal) is punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION :

1. In case of submission of Passport Card Details - provide my consent to (n)Code Solutions for using my actual Card details for my digital authentication only.
2. I hereby agree that I have read and understood the (n)Code Solutions DSC and the e-Governance and provide attestation the same. I have read and understood guidelines for storage of data as mentioned in (n)Code Solutions T&C.
3. I hereby authorize (n)Code Solutions to conduct field verification as per CCA guidelines of the Ministry 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 _____

Seal & Signature _____ RA Name, Seal & Signature



Toll Free : 1800 - 233 - 1010 (n)
www.nccdsolutions.com

e-Safe, e-Secure, e-Sure

(On letter head of the Government Department / PSU)

To,
(n)Code Solutions Division of GNFC Limited,
GNFC House,
E-223, East of Kailash,
New Delhi-110065.

Sub: Applicant Verification as per the CCA Guidelines for the purpose of Digital Signature Certificate issuance

Sir,

Herewith we are enclosing Application forms of _____ (Names of the Applicants) for Class -2 / 3 - Issuance of Digital certificates from (n)Code Solutions. We have gone through the CPS of (n)Code Solutions and we agree to abide by the same.

As a pre-requisite of the Identity Verification Guidelines by Controller of Certifying Authorities, we hereby certify as below:

1. All the applicants (as per names mentioned above) are working in _____ (Name of Ministry / Govt organization).
2. All the applicants are physically verified by myself.
3. Their individual mobile numbers are active (to be put in DSC) and have been verified by myself.
4. I am enclosing my attested ID card.

Thanking you,

(Name and designation of the signatory)

Mobile / contact number

Handwritten text at the top right corner.

PO NUMBER

PROJECT NO

PROJECT NAME

ORG NAME AND ADDRESS

NO OF DSC WITH TOKEN

DATE OF DELIVERY

NAME OF APPLICANT

DATE, SEAL & SIGNATURE

NOTE: PLEASE RETURN THIS RECEIPS WITH DULY SIGN & STAMP

सं. / No.04/04/2016-EO(PR)
भारत सरकार
Government of India
मंत्रिमंडलीय नियुक्ति समिति का सचिवालय
Secretariat of the Appointments Committee of the Cabinet
कामिक एवं प्रशिक्षण विभाग
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 आपन
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 e-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&EncHidd=> 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 dscor@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 payments 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 PARs 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).

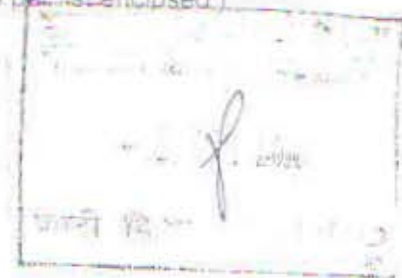
5. This issues with the concurrence of IFD and approval of Secretary(P).


(Anand Madhukar)
Director (ACC)
☎ 2309 2272

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




(Anand Madhukar)
Director (ACC)
☎ 2309 2272

**Chief Secretaries of States & UTs
As on 15/01/2016**

S.No.	STATE (HEADQUARTER)	NAME	SERVICE/ CADRE	Community	E-MAIL
1.	Andhra Pradesh (Hyderabad)	Shri I.Y.R.Krishna Rao	(AP:79)	General	cs@ap.gov.in
2.	Arunachal Pradesh (Itanagar)	Shri Ramesh Negi	(UP:84)	ST	Rameshnegi56@gmail.com
3.	Assam (Dispur)	Shri Vinod Kumar Pipersenia	(AM:80)	General	cs-assam@nic.in
4.	Chattisgarh (Raipur)	Shri Vivek Kumar Dhand	(CG:81)	General	vivekdhand@nic.in
5.	Bihar (Patna)	Shri Anjani Kumar Singh	(BH:81)	General	cs-bihar@nic.in
6.	Gujarat (Gandhinagar)	Shri Ganga Ram Aloria	(GJ:81)	SC	csguj@gujarat.gov.in
7.	Goa (Panaji)	Shri R.K. Srivastava	(UT:84)	General	cs-go@nic.in
8.	Haryana (Chandigarh)	Shri Depinder Singh Dhesi	(HY:82)	General	cs-haryana@nic.in
9.	Himachal Pradesh (Shimla)	Shri P.Mitra	(HP:78)	General	cs-hp@nic.in
10.	Jammu & Kashmir (Srinagar)	Shri B.R. Sharma	(JK:78)	General	cs-jandk@nic.in
11.	Jharkhand (Ranchi)	Shri Rajiv Gauga	(JH:82)	General	cs@jharkhand.gov.in
12.	Karnataka (Bangalore)	Shri Arvind Yadav	(KN:78)	General	cs@karnataka.gov.in
13.	Kerala	Shri Jiji Thomson	(KL:80)	General	chiefsecy@kerala.gov.in

14.	Madhya Pradesh (Bhopal)	Shri Anthony J C Desa	(MP:80)	General	cs@mp.nic .in
15.	Maharashtra (Mumbai)	Shri Swadheen S Kshatriya	IAS(MH:8 0)	General	chiefsecy@maharashtra.gov .in
16.	Manipur (Imphal)	Shri O Nabha Kishore Singh	(MT:84)	General	pclawmkunga@gmail. com
17.	Meghalaya (Shillong)	Shri P B O Warjri	(AM:78)	ST	cso-meg@nic.in
18.	Mizoram (Aizawl)	Shri Lalmalsawma	(AGMU:83)	ST	cs-mizoram@nic.in
19.	Nagaland (Kohima)	Shri Pankaj Kumar	(NL:87)	General	csngl@nic.in
20.	Orissa (Bhubaneswar)	Shri Aditya Prasad Padhi	(OR:83)	General	csori@nic.in
21.	Punjab (Chandigarh)	Shri Sarvesh Kaushal	(PB:82)	General	cs@punjabmail.gov.in
22.	Rajasthan (Jaipur)	Shri C.S.Rajan	(RJ:78)	General	csraj@rajasthan.gov.in
23.	Sikkim (Gangtok)	Dr. A.K.Sriyastav a	(SK:84)	General	cs-skm@hub.nic.in
24.	Tamil Nadu (Chennai)	Shri K.Gnanadesikan	(TN:82)	General	cs@tn.gov.in
25.	Tripura (Agartala)	Shri Yashpal Singh	(MT:84)		cstripura@gmail.com
26.	Telangana	Dr.Rajiv Sharma	(TG:82)	General	
27.	Uttarakhand (Dehradun)	Shri Shatrughan Singh	(UL:83)	General	cs-uttaranchal@nic.in
28.	Uttar Pradesh (Lucknow)	Shri Alok Ranjan	(UP:78)	General	csup@nic.in
29.	West Bengal (Kolkata)	Shri Basudeb Banerjee	(WB:83)	General	chiefsec@wb.gov.in

UNION TERRITORIES/ADMINISTRATION

1.	Andaman & Nicobar Islands	Shri Anand Prakash (Chief Secretary)	(AGMUT:79)	General	cs-andaman@nic.in
2.	Chandigarh	Shri Vijay Kumar Dev (Adviser to the Admnstr.)	(AGMUT:83)	SC	admr-chandigarh@nic.in
3.	Daman & Diu Daman	Shri Ashish Kundra (Administrator)	(AGMUT:96)	General	administrator-dd-dng@nic.in
4.	Delhi Delhi	Shri K.K.Sharma	(AGMUT:83)	General	csdelhi@nic.in
5.	Lakshadweep Kavaratti	Shri Vijay Kumar (Administrator)	(AGMUT:92)	SC	lk-admin@nic.in
6.	Pondicherry	Shri Chetar B Sanghi)	(AGMU:88)	General	cs-pondicherry@nic.in
7.	Dadra & Nagar Haveli Silvasa	Shri Ashish Kundra (Admini strator)	(AGMU:96)	General	admr adranagar@nic.in