

Dear Member of Service,

It may be recalled that an application, namely, SPARROW, was introduced w.e.f 1st April, 2014 for online filing of PAR by IAS officers. The PAR had to be authenticated by all the officers through Digital Signature Certificate(DSC). As DSC was required for filing PAR on-line, the fee related to it was exempted and NIC was requested to issue DSC to the officers through their authorized Centres. While majority of the officers have been provided DSCs, the newly recruited and few other officers did not get the DSC. Meanwhile, due to some technical reasons NIC have suspended issuing DSC for the time being. On the request of DOPT, an arrangement has been made with (n)Code, a division of Gujarat Narmada Valley Fertilizers & Chemicals Ltd. to provide DSC to officers/functionaries associated with SPARROW to the remaining officers.

2. A copy of the registration form for issue of DSC is enclosed. The form contains details about the subscriber viz. (a)Name; (b)e-mail ID;(c)Date of Birth; (d)Organization's name; (e)Address; (f)Town/City/District; (g)State/Union Territory; (h)PIN; (i)Name of the Govt. Orgn/Agency/Dept. etc. These fields constitute "Distinguished Name" of the subscriber which are unique on the internet. In case, there is change in any one of the above mentioned fields after getting DSC, then the DSC would have to be revoked and subscriber would be required to apply afresh. In order to ensure that the DSC once issued to the IAS officer remains with him/her till he/she is in service, the following generic values against the following fields are to be filled in the form:

- (i) In the column for the 'Organization Name' the officer has to indicate 'DOPT' irrespective of the place of posting; and
- (ii) in the column for 'Town/City/District' the officer has to indicate 'New Delhi-110001'.

3. The form along with the passport size photograph duly signed by the applicant would have to be verified by the GAD Department of the respective State Government/JS(Admn.) of the Department at the Centre. For issue of DSC, there is a fee. However, State Govt./Department at the Centre or Member of Service (MOS) is not required to pay this amount as this would be taken care of by the NIC.

4. (n)Code is having 6 centres across the country. The details of these Centres including the City in which they are located, Contact Person, Contact details, email ID etc. are enclosed herewith. The registration form can be submitted at any of these centres and (n)Code has assured that DSC would be made available within a week's time from the date of receipt of form complete in all respects.

Yours sincerely,

E.O. & S.S.



Class 2

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

Registration Form for Digital Certificate (Government)



Customer Identification Number : _____ (for office use only)

Validity 1 Year 2 Year **Type** Only Signing Sign & Encrypt

Affix recent passport size photograph of the applicant

Applicant Name (As required in the Digital Certificate)

Surname _____ First Name _____ Middlename _____

Email ID _____ Date of Birth _____

Applicant to sign across the photograph extended to application form

Organization Name _____

Address (As mentioned in attached supporting) _____

Town / City / District _____ **State / Union Territory** _____

PIN _____ **Contact No.** PH _____ MO _____

Name of the Govt. Orgn / Agency / Dept. _____

Identity Detail of Applicant Please tick any one and enclose the attested copy of same

- 1
- PAN Card Postoffice ID Card Driving License Passport Govt. ID Card Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Attested copy of any one documents as proof Address. (Please tick the one submitted)

- 2
- Telephone Bill OR Electricity Bill OR Voter ID Card OR Driving Licence / RC OR Property Tax / Corporation / Municipal Corporation Receipt
- Water Bill OR Bank Statement signed by the bank OR Passport OR Service Tax / VAT Tax / Sales Tax registration certificate OR Gas Connection

I hereby agree that I have read and understood (n)Code Solutions CA CPS and the subscriber agreement and promise to abide the same.

INSTRUCTIONS:

- Please fill the form in English only in legible format.
- The details are required to obtain Class 2 Organization Certificate and will bear Object Identification as 2.16.356.100.2.2
- In case of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- All supporting documents should be attested by Gazetted Officer or Bank Manger or Post Master.
- 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.
- Please refer to the CPS for more information.
- In case of any assistance Please get in touch with us at : dscsupport@ncode.in or call : 1800 - 233 - 1010.

Date : _____

Place : _____

Signature of Applicant with Seal of Organization

Verified by (n)Code Office

For LRA use only

All Documents Checked & Verified by :

Seal & Signature

LRA Name, Seal & Signature

V 4.1

TOLL FREE
DSC Support :: 1800 - 233 - 1010



e-Safe . e-Secure . e-Sure

Registration Form for Digital Certificate (Government)



Customer Identification Number : _____ (for office use only)

Authorization Letter

To,
(n)Code Solutions,
A Division of Gujarat Narmada Valley Fertilizers & Chemicals Limited.

This to certify that

Mr. / Ms. _____ (certificate applicant)

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).

He / She is hereby authorized to obtain a Class 2 Digital Certificate issued by (n)Code Solutions CA.

Name :	<input type="text"/>	<p>Signature of Authorized Person (with seal of Organization)</p> <p>[Sign : _____]</p>
Organization Name :	<input type="text"/>	
Designation :	<input type="text"/>	
Date :	<input type="text"/>	
Place :	<input type="text"/>	

(n)Code Offices

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

Mumbai
022-22048908
mumbaisales@ncode.in

Delhi
011-26452279/80
northsales@ncode.in

Bangalore
080-25272525
southsales@ncode.in

Chandigarh
0172-2707732
punjabsales@ncode.in

Surat
0261-3003690
suratsales@ncode.in

Sir,

Pl find below the details of our offices from where DSCs can be issued.

Sr No.	(n)Code Office	Contact Person	Contact Details	Email ID	Address
1	Mumbai	Mr. Sanjay Lokhande / Mr. Manish Acharya	093238 70029 / 28	sslokhande@ncode.in ; mlacharya@ncode.in	7, Poddar House (2nd Floor), 'A' Road, Churchgate, Mumbai - 400 020, India
2	Ahmedabad	Ms. Deepa Pillai	079-40007323/431	dppillai@ncode.in ; dscsales@ncode.in	301, GNFC Infotower, Bodakdev, Ahmedabad - 380054. India
3	Delhi	Mr. Sachin Sethi / Ms. Anju, Mr.R.K.Agrawal, Anil Teckchandani	(011) 26452279 / 80 Mobile: Sachin: 08130033860. Anju: 09654375899 / 09654628018. Anil Teckchandani: 09810135371. R.K.Agrawal: 09891927888.	sasethi@ncode.in ; anju@ncode.in , anil@gnfc.in , rkagrwal@gnfc.in	E-223, East of Kailash, New Delhi- 110 065
4	Bangalore	Mr. Nagaraj	080-25272525	snagaraj@ncode.in ; southsales@ncode.in	3302/A, 8th Cross, 12th Main, H.A.L. 2nd Stage, Indiranagar, Bangalore - 560038.
5	Surat	Ms. Pratiksha	0261-3003690	suratsales@ncode.in	"R" House , 1st Flr , 3, Gajanand Park Society , Nr Lions Club hall , Nr Lalji Nagar Adajan , Surat - 395 009
6	Mohali	Mr.Sunil Verma	0172-2264004; 09417635511	soverma@ncode.in	S.C.F. 6 & 7, Sector 53, S.A.S.NAGAR, Mohali - 160 059 (Punjab)

Thanks & Regards,

Anil Teckchandani.
Head-North India Operations,
(n)Code Solutions-A Division of GNFC Ltd,
GNFC House
E-223, East of Kailash,
New Delhi-110065.
Ph: 011- 26452279 / 26452280. Fax: 011-26452281.Mob: 9810135371.E-mail: anil@gnfc.in

A CMM-SVC level 3 company