

Urgent

No. Per (CR)-B (II)-6/99-Vol-IV  
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 07<sup>th</sup> May, 2016.*

*Subject: -*

*Online filing of PAR by IAS- issue of instructions  
regarding DSC.*

*Sir/Madam,*

*In continuation of this Department's letter of even  
number dated 18/04/2016, <sup>copy enclosed for ready reference</sup> on the subject cited above. I am directed to say  
that in reference to GOI's letter No. 04/04/2016-EO (PR) dated 05/04/2016,  
some clarifications were sought from NIC State Unit H.P. vide this  
Department's letter of even number dated 28/04/2016 (copy enclosed) which  
have now been received vide letter No. NICHP/Projects-Sparrow/2015-259  
dated 05/05/2016 and enclosed herewith for information, please.*

*Yours faithfully,*



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

Urgent

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

From

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

To

*ALL IAS officers*

Dated Shimla-2, the 18<sup>th</sup> April, 2016.

Subject: -

Online filling of PAR by IAS officers—issue of  
instruction regarding DSC—reg.

Sir/Madam,

I am directed to refer to the subject cited above and to  
enclose herewith copy of letter No. 04/04/2015-EO(PR) dated 05/04/2016,  
alongwith its enclosure received from Government of India, Ministry of  
Personnel, PG & Pensions, Department of Personnel & Training, New  
Delhi, for further necessary action at your end, please.

Yours faithfully,



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

Dr. No. 5-3567765  
Dated 18/04/2016

1248

स. / 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

1248  
53567765  
18/04/2016

नॉर्थ ब्लॉक, नई दिल्ली  
North, Block, New Delhi  
दिनांकित / Dated : 05.04.2016

कार्यालय जापन  
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.4/2/213-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.

1374  
SSC (Post)

13/4/16

SO (Comp. Cell)

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

Sh. (S. Jaiswal)  
18/04/16

- a) Client organisations will request for Proforma Invoice from NICSi via E-Mails to [nicsi-pi@nic.in](mailto:nicsi-pi@nic.in) specifying requirement, i.e. the number and class of DSC/Token for DSC required.
- b) PI Division of NICSi 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.com](mailto:dscproj@nicsi.com) in email id also.
- d) NICSi, 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 NICSi and payments released by NICSi.

- 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](mailto: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

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D.O No. 4/2/13 - EO(PR)

भारत सरकार  
कर्मिक और प्रशिक्षण विभाग  
कर्मिक, लोक शिक्षा तथा पेंशन विभाग  
नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001  
Website : <http://parmin.gov.in>

31<sup>st</sup> October, 2013

एस. के. सरकार  
S. K. Sarkar



SECRETARY  
Tel: 23094848  
Fax: 23094500  
E-mail: sarkardk@nic.in

Dear Secretary,

1. I would like to inform you about Government's decision to introduce online filing of PAR by IAS officers from the assessment year 2013-14. NIC Hqrs. is in the process of developing a software to roll out new system with effect from 1<sup>st</sup> April, 2014.

2. A note indicating the main features of the proposed software is annexed for ready reference. In order to make the e-filing of PAR operational, each Member of the Service(MoS) is required to have a Digital Signature Certificate(DSC) to authenticate the document. There is a fee of Rs.555/- for getting the DSC issued. However, the fee is not to be paid by the officer. In the normal course, the DSC is valid for a particular post and once an officer is transferred, he has to seek a fresh DSC. In order to obviate that so that DSC, with biennial renewals, would be valid for the entire service period of an IAS officer, certain generic values have to be given in the different columns of the application form. To ensure that these generic values are put in the relevant columns, a sample form with filled up columns, is attached.

3. Since the operationalisation of this programme would eventually depend on the availability of DSC with all the officers well before 1<sup>st</sup> April, 2014, I shall be grateful if the officer(s) concerned in your Department are asked to get the DSC forms filled up without delay. Thereafter, the duly verified forms are to be forwarded to the NIC Cell attached to respective Department. The NIC would provide all necessary assistance to the Departments in this regard.

With regards,

Yours sincerely,

08 NOV 2013  
NOT TRANSMITTED

(Dr. S.K. Sarkar)

The Secretaries of all the Departments/Ministries of Govt (as per list attached)

Copy to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) Election Commission, New Delhi.
- (vii) UPSC, New Delhi.
- (viii) Central Vigilance Commission, New Delhi.
- (ix) O/o Comptroller & Auditor General, New Delhi.

D.O. No. 4(2)/2013 - EO(PR)

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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001

मानु प्रताप शर्मा  
B. P. SHARMA  
स्थापना अधिकारी  
और अपर सचिव  
ESTABLISHMENT OFFICER  
& ADDL. SECRETARY  
Tel. : 23092370  
Fax : 23093142

Dear Sir/Madam,

the 9<sup>th</sup> October, 2013

As you may be aware, a proposal relating to introduction of e-filing of PAR in respect of IAS officers was included in the agenda for the meeting of the State Principal Secretaries, GAD scheduled on 27.09.13 with a view to obtaining the feedback/comments of States on this issue. The prototype of the proposed software was also demonstrated in the meeting. I am happy to share with you that all States unanimously welcomed this initiative and assured to extend their fullest cooperation for its successful implementation. Considering the response of States, DoPT has decided to move in the direction to introduce e-filing of PAR from the assessment year 2013-2014.

2. In order to make the e-filing of PAR operational, each Member of the Service (MoS) 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 at the State Hqrs. level. For issue of DSC, each officer has to apply on a prescribed form (enclosed). There is also a fee of Rs. 555/-. The Department of Electronics and Information Technology (DEITY) (who is the nodal Department for the work), however, has been requested by DOPT to waive off the amount. Even if the waiver is not agreed to by DEITY, the payment would be made centrally from here. At this stage, therefore, no fee is to be paid by the officers.

3. I shall be grateful if the concerned Pr. Secretary is asked to get the DSC forms filled up from each officer posted in your cadre and arrange to get them sent to State NIC after verification. The State Informatics Officers (SIOs) have also been separately advised by NIC Headquarters to provide all assistance to the State Department for getting the DSC issued to IAS officers posted in respective States (copy enclosed).

With regards,

Yours sincerely,

(B.P. Sharma)

All Chief Secretaries of States/UTs (As per list enclosed).

✓ 25 (UTs) MHA, North Block

URGENT

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

From

ACS(Personnel) to the  
Government of Himachal Pradesh.

To

The Sr. Technical Director,  
National Informatics Centre,  
Himachal Pradesh Unit,  
H.P.Secretariat, Shimla-171002.

Dated, Shimla-2, the 28-04-2016

Subject:-

Online filing of PAR by IAS Officers-issue  
of instructions regarding DSC.

Sir,

I am directed to refer to the subject cited above and to forward herewith letter No. 04/04/2016-EO(PR) dated 5/4/2016 received from GOI, D/O Personnel & Training, New Delhi with the request to respond to certain queries in this regard:-

1. Whether, Officers should supply DSC forms to NICSi through NIC for getting the DSCs issued?
2. What are exact charges incurred in obtaining or renewal of DSC?
3. Whether NICSi will itself take the payment from State Government or individuals have to make payment to identified vendor and get it reimbursed at their own level through NIC/NICSi? The modalities may please be elaborated.

Yours faithfully,

*Amarjeet Singh*

(Amarjeet Singh)

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

o/c

HL  
28/4/16



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No.NICHP/Projects-Sparrow/2015-259

भारत सरकार / Government of India

संचार एवं सूचना प्रौद्योगिकी मंत्रालय / Ministry of Communications & Information Technology  
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी विभाग / Department of Electronics & Information Technology  
राष्ट्रीय सूचना-विज्ञान केंद्र / NATIONAL INFORMATICS CENTRE  
हिमाचल प्रदेश राज्य केंद्र / Himachal Pradesh State Centre

Phone: 0177-2624045

Email: [sio-hp@nic.in](mailto:sio-hp@nic.in)

Date: 05-May-2016

From

**The State Informatics Officer,**  
NIC, 6<sup>th</sup> Floor, Armsdale Building,  
HP Secretariat, Shimla – 171002.

To

**The Additional Chief Secretary (Personnel) to the**  
Government of Himachal Pradesh,  
Shimla – 171002.

**Subject: Online Filing of PAR by IAS Officers – issue of instructions regarding DSC.**

Sir,

This is with reference to your letter no. Per(CR)-B(II)-6/99-Vol-IV dated 28<sup>th</sup> April, 2016 on the subject above.

The clarifications, in reference to the DOPT, GOI letter no.04/04/2016-EO(PR) dated 05/04/2016 are as following:

1. Officers/organizations should contact NICSI for Proforma Invoice for getting DSC and vendor will contact the officer/organization for getting required documents. The same is mentioned in DOPT letter in sub points (a) to (e) of point 2. The local NICSI contact in Shimla is:
  - Sh. Sanjiv Gupta, Sr. Manager, NICSI, Email: [gupta.sanjiv@nic.in](mailto:gupta.sanjiv@nic.in), Mobile: 94184-77384
2. Cost of token and Class 2 DSC is Rs 528/- plus Rs 453/- plus taxes as applicable, mentioned in point 3 of DOPT letter. The exact cost will be given in the Proforma Invoice of NICSI.
3. The concerned Officer/Organization/State Government will have to pay to NICSI only as per Proforma Invoice & other terms and conditions, mentioned in sub point (c) of point 2.

The contact telephone number and e-mail-id is also mentioned in DOPT in point 4, for any further clarifications in this regard.

Thanking you.

Yours Sincerely,

*A.S. Chahal*  
5-5-16  
(Ajay Singh Chahal)  
Senior Technical Director & SIO