

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 ज्ञापन
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.

2. 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:-

- a) Client organisations will request for Proforma Invoice from NICSI 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 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@nic.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.

.....2/-

- 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

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नोर्थ ब्लॉक, नई दिल्ली - 110001



सत्यमेव जयते

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

31st October, 2013

Dear Secretary,

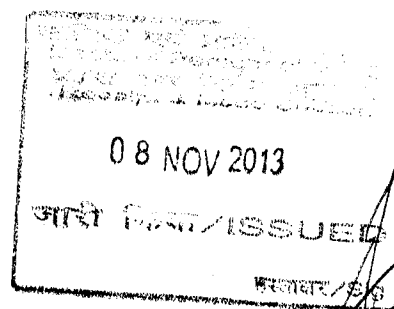
I would like to inform you about Government's decision to introduce online filing of PAR by IAS officers from the assessment year 2013-14. NIC Hqrs. is in the process of developing a software to roll out new system with effect from 1st April, 2014.

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 1st 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,



(Dr. S.K. Sarkar)

R. No. 41212013-FO(DP)

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

104

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) C & A Controller & Auditor General, New Delhi.

भानु प्रताप शर्मा
B. P. SHARMA

स्थापना अधिकारी
और अपर सचिव

ESTABLISHMENT OFFICER

& ADDL. SECRETARY

Tel. : 23092370

Fax : 23093142



सत्यमेव जयते

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

Dear Sir/Madam,

the 9th 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

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 :

- Please fill the form in English only in legible format and **IN BLUE INK ONLY**.
- OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
- Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- For obtaining Class 3 "Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- 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.
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname

First Name

Middlename

Unique Email ID

Unique Mobile No.

Affix recent
passport size
photograph of the
applicant

Identity Details of Applicant DOC No.

- ☐ *PAN Card ☐ Driving License ☐ Passport ☐ Govt. ID Card ☐ Postoffice 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

DOPT

Organizational Email ID

Govt. ID Card Detail
(Enclose attested copy)

Department

Office Address

As per supporting document submitted

Area / Landmark

NEW DELHI

State

1 1 0 0 0 1

PLEASE NOTE :

"Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

DECLARATION :

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

Seal & Signature

For RA use only

All Documents, address and physical presence verified by

RA Name, Seal & Signature

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 / NIC Coordinator).
- C. Copy of identity card of authorised signatory.

Note :

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber. 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		Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place			
		[Sign :]

(n)Code Offices

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

Delhi
011-26452279/80
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