

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 जापन
OFFICE MEMORANDUM

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 NICSI'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&EncHidd=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 NICSI. 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 Kaiash,
New Delhi-110065.
Ph: 011- 26452279/26452280. Fax: 011-26452281.

.....2/-

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
21/11/16
(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.

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(Anand Madhukar)
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