

भानु प्रताप शर्मा

B. P. SHARMA

स्थापना अधिकारी

और अपर सचिव

ESTABLISHMENT OFFICER

& ADDL. SECRETARY

Tel. : 23092370

Fax : 23093142



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

Dated the April, 2014

Dear Chief Secretary,

It may be recalled that in the meeting with the Principal Secretaries, GA Department under the chairmanship of Secretary(Personnel) held on 22.01.2014 and in the Video Conferences held by me with the Pr. Secretaries, GA Department of all the States in November, 2013 and February, 2014, the need for having a NIC e-mail with the users for accessing the online software was emphasized. It was also clarified that after obtaining the NIC e-mail, the user would also need to get it registered with NIC for the system to recognize him.

2. After entering the application through NIC e-mail, the Member of Service(MoS) would be able to access his self-appraisal in his Inbox forwarded by the GAD Department/JS(Admn.). In order to authenticate his self-appraisal or to record the PAR of his subordinates, he is required to have a Digital Signature Certificate(DSC) which is a digital equivalent(i.e. electronic format) of physical or paper certificate. Therefore, the MoS needs to get the DSC enrolled and registered in the SPARROW application for authentication purposes.

3. It is expected that by now all the officers would be having DSC with them. Since registration process is somewhat technical, in order to facilitate the process of DSC enrolment and registration, a link, namely, Quick Setup Guide has been provided on the Home Page of SPARROW explaining the DSC enrolment/registration process in a step by step manner.

4. It is expected that local NIC office would have trained a few persons who can get registration done by visiting the officer concerned's office. I would request you to ensure that the required personnel are deployed to get it completed within a month.


5. For officers who are technically conversant, Guide mentioned in Para 3 should help him/her in DSC registration. In case such an officer is still not able to register or encounter any other difficulty, an additional facility in the form of remote support has been provided for such cases. Through this mechanism, the user can have the desktop shared remotely with the technical team after following the steps indicated in Quick setup Guide. The user would have to send some details viz., contact number, etc. to support-sparrow@nic.in or helpdesk at 011 23093416/23092679. The user would require the support of a technical person at the time of desktop being shared remotely. This remote support for DSC would be available only upto 31st May, 2014 and it is expected that by that time all the officers would have completed the registration process.

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6. I would again request you to identify at least two dedicated persons trained on DSC installation procedure who can then act as the resource persons in the State/Deptt. for facilitating DSC installation and registration of remaining officers.

Regards.

Yours sincerely,


(B.P. Sharma)

The Chief Secretaries of all the State Governments.

Copy to JS(Admn.) of all Central Ministries/Departments at Centre for similar action.

Copy also 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.
- (x) Joint Secretary, UT, MHA, North Block New Delhi