



**Letter No.3060/Special-B/2013-9, Dated: 20.11.2014**

From  
Thiru Mohan Verghese Chunkath, IAS.,  
Chief Secretary to Government

To  
The Officers of IAS  
TN Cadre (in Name Cover)(we)  
{apart from the officers who have issued DSCs}

Sir/Madam/Selvi,

Sub: PAR - E-Filing of Performance Appraisal Report -  
Digital Signature Certificate (DSC) - Application Called  
for - Regarding.

- Ref: 1. From the Establishment Officer and Additional  
Secretary to Government of India, Department of  
Personnel and Training, Ministry of Personnel,  
Public Grievances and Pensions, New Delhi  
D.O.No.4(2)/2013-EO(PR) Dated 9.10.2013
2. Government Letter No.3060/Special B/2013-3  
Public (Special B) Department Dated 5.5.2014
3. From the Establishment Officer and Special Secretary  
to Government of India, Department of Personnel  
and Training, Ministry of Personnel, Public  
Grievances and Pensions, New Delhi through the  
mail message from the NIC Secretariat, Chennai  
Dated 20.11.2014

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I am to state that as you are aware that the GOI have introduced SPARROW with effect from 1<sup>st</sup> April 2014 for online filing of PAR by IAS Officers. As Digital Signature Certificate (DSC) was required for filing PAR on-line, NIC was requested to issue DSC to the officers through their authorized centers and the fee related to it was exempted. Due to some technical snag, NIC has temporarily suspended issuing the DSCs. On the request of DoPT, an arrangement has been made by the NIC, with (n) Code Solutions, a division of Gujarat Narmada Valley Fertilizers & Chemicals Ltd, to provide DSC to the remaining officers / functionaries associated with SPARROW, for which officers have to furnish the Registration Forms (specimen enclosed) for Digital Signature Certificate (Government). While furnishing the information, the following generic values against the following fields are to be filled in the form:

p.t.o.

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- i. In the column for the "Organisation 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".

2. I am to request you to furnish the Registration Forms for Digital Certificate (Government) duly filled in, in the prescribed format along with the passport size photograph duly signed at once to the Government for applying with the (n) Code Solutions. The officers who have already furnished the application forms as prescribed by the NIC and yet to get the DSC would be required to apply afresh.

Yours faithfully



for Chief Secretary to Government

Copy to:

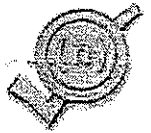
The State Informatics Officer  
National Informatic Center  
Rajaji Bhawan  
Chennai 600 090  
Thiru D.E. Sunder  
Senior Technical Director  
NIC, Secretariat  
Chennai 600 009



# Class 2

(n)Code Solutions  
e-Signature Software

## 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: DD MM YY YY

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:

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)**

Telephone Bill  Electricity Bill  Voter ID Card  Driving Licence / RC  Property Tax / Corporation / Municipal Corporation Receipt

Water Bill  Bank Statement signed by the bank  Passport  Service Tax / VAT Tax / Sales Tax registration certificate  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

Seal & Signature

For ERA use only

All Documents Checked & Verified by :

LRA Name, Seal & Signature



## Registration Form for Digital Certificate (Government)



Customer Identification Number : \_\_\_\_\_ (for office use only)

### Authorization Letter

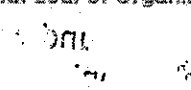
To,  
(n)Code Solutions,  
A Division of Gujarat Narmada Valley Fertilizers & Chemicals Limited.

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

#### Payment Details (Applicable for applicant obtaining DSC from any of (n)Code Offices)

Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd." (Cheque should be "Payable at Par")

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

#### (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