F. No. 4/2/2013 - EO(PR)
Government of India
M/o Personnel, PG and Pension
Department of Personnel & Training
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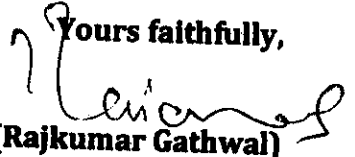North Block, New Delhi,
the   3rd of February, 2014

To

The Chief Secretaries of all the State Govt.
(As per list enclosed)

Subject: **Meeting held by Secretary (P) on 22.01.2014 with the Pr. Secretaries/Secretaries to demonstrate the software for online filing of PAR.**

Sir/Madam,

I am directed to enclose herewith a copy of the Minutes of the meeting with the Pr. Secretaries/Secretaries, GAD/Personnel, State Govt. to demonstrate the software for online filing of PAR held on 22.01.2014 at CSOI, Chankaya Puri New Delhi .

Yours faithfully,

(Rajkumar Gathwal)
Director(PR)
Tel. No. 2309 3298

Copy also to: Joint Secretary (S&V-I), Joint Secretary (S&V-II), DOPT, North Block.,

Shri Sanjay Singh Gahlout, Sr. DDG, NIC, DeitY, CGO Complex, New Delhi,

Ms. Suchitra Pyarelal, Sr. Technical Director, NIC DeitY, CGO Complex, New Delhi,

Shri S.K.Sinha,Sr. Technical Director,Central Certifying Agency, DeitY, CGO Complex, New Delhi,

Shri S.N. Sowpari, Sr. Technical Director, DOPT, North Block.

2.   Copy for information:- Sr.PPS to Sceretary(P),   Sr.PPS to E.O.& A.S.

A meeting under the Chairmanship of Secretary(P) was held on 22nd January, 2014 with the Principal Secretaries/Secretaries of General Administration Department/Department of Personnel of State Governments/UTs to demonstrate the software for online filing of PAR by IAS officers and also to assess the progress made by the States in issuing DSCs to its officers.

2.   At the outset, E.O. welcomed the delegates and made the following observations:

> There is a need to examine and take corrective action against the possible ways in which the system may not function.

> States need to expedite the process of issuing DSCs so that officers can test its compatibility with the system before using it in April, 2014.

> The need for having a NIC e-mail with all the IAS officers was re-emphasized as they would be able to access the online software through NIC ID only. The online software system would be linked with the Employee Master Data(EMD) to pre-populate the PAR forms of the IAS officers with the information already available in the database.

> The officers would be given the option to delegate the recording of the PAR to their PA/PS by giving dictation to them who would then record the same in the PAR after accessing the system through their e-mail ID which too can be generated immediately. The privilege of sending the PAR to the next reporting authority, however, would only be with the officer himself after authentication with his DSC.

> NIC had been asked to make provision in the system to cater for a situation where in the absence of the Pr. Secretary, an alternate could be given the same privileges or partial privileges by the Pr. Secy.

> The Pr. Secy. would have the discretion to decide the level at which the PAR is to be converted into manual mode, get the comments/grading of the concerned authority and then upload it. Thus, the responsibility to monitor the progress of writing of PARs and issue alerts to remind the concerned authorities to record their comments would rest with the GAD. In case any of the reporting authorities fail to record his/her comments by specified time despite reminders, Pr. Secy. would have the option to force forward the PAR from that authority to the next authority.

➤ The documents viz., appreciation letters, medical report, etc. could be uploaded by MoS only at the beginning of the year when he is filing his self-appraisal. Subsequently, if he desires to get any document uploaded in the middle of the year or separately, he would have to send the document manually to the GAD who would screen and take a call on whether to upload it.

2.   Thereafter, Ms. Suchitra Pyarelal, Sr. Tech. Director, NIC, DeitY explained the main features of the online system. She demonstrated the software and explained the requirements of the system. While reiterating that an NIC e-mail would be required which would be the primary authentication, she explained that for trial run by Feb 28th 2014, the following plan of action was envisaged:

(i)   NIC would provide technical sessions to the State NIC Technical Coordinators through e-Learning and VC sessions beginning from 4th Feb 2014.

(ii)   The eAPAR application demo sites would be provided to the NIC Technical Coordinators during 10-14 Feb 2014 to have a complete walkthrough.

(iii)   User guides, manuals, presentations shall be provided during this period.

For technical workshops in the State Governments, the following was planned from Feb 24 to Mar 8, 2014:

(i)   Technical workshops would be organized by the State Government for all IAS officers in the State (District IAS officials also to participate in the State Level workshops) where SIO and NIC Technical Coordinators would provide the technical presentation.

(ii)   NIC would release the eAPAR URL with data for the trial run for 2 pilot states during March 10 to March 14, 2014.

4.   During the course of demonstration, the following suggestions were made:

(i)   In case the officer found that the details filled in Section I of PAR were not correct or incomplete, the system should provide for returning the PAR by the officer to the Pr. Secy./GAD for correction/updation.

(ii)   The system should ensure that whenever the printout of a PAR was taken out, the signature of officers who had signed the PAR digitally would appear in the printed copy also.

(iii)   No Report Certificate to be generated automatically in case the reporting period was less than ninety(90) days.

(iv)   The dates indicated in the PAR form could be modified by the concerned department in case the reporting period was in part at the Centre and part in the State.

(v)   E-filing would have to be incorporated in the PAR Rules 2007.

(vi)   The MoS should be allowed to submit his representation in case he opts so within the permissible limit of 15 days even if he had earlier offered no comments on the remarks/grading recorded in his PAR.

(vii)   The integrity column could be allowed to be left blank and could be filled in later based on the follow up action taken as enshrined in the PAR Rules 2007.

(viii) The representation of the officer should be submitted directly to the Accepting Authority against the remarks/grading etc. recorded in the PAR.

(ix)   Provision to be incorporated in the software to change the workflow from electronic to manual if the situation so required.

(x)   User should be able to verify the authenticity of the PAR after entering the unique number given on the PAR for which access could be through an open website.

(xi)   The name and designation of the officer below DSC should also appear.

5.   E.O. asked NIC to incorporate above suggestions in the software, wherever required. Subsequently, the Pr. Secretaries/Secretaries of the States were asked to indicate the status about the progress made in issuing the DSCs to the officers serving in the Cadre. Status of DSCs issued to its officers was indicated by each State.

6.   It was noted that progress made by some of the States in issuing DSC to its officers was far from satisfactory. E.O. urged the States to expedite the process of issuing DSCs to its officers otherwise this may cause embarrassment as the online system would become operational on 01.4.2014. He further stated that he would hold a video conference in the first half of February, 2014 to re-assess the availability of DSCs to officers and asked States to bring the updated position during the conference.

7.   Secretary(P) requested other States to follow the methodology adopted by States like Chattisgarh, Jharkhand, etc. where the DSCs had been made available to majority of their officers. He advised the States to create awareness among the officers about the software as well as DSC and also to prepare an action plan to ensure that the DSC request forms duly completed were sent to local NIC by 5th February, 2014. He emphasized the need for continuous follow-up to ensure that the online system could be launched without any hitch.

        The Meeting ended with a note of thanks to the Chair.

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