



राजीव कुमार  
**RAJIV KUMAR**  
 स्थापना अधिकारी  
 और अतिरिक्त सचिव  
 ESTABLISHMENT OFFICER  
 & ADDITIONAL SECRETARY  
 Tel. : 23092370  
 Fax : 23093142

भारत सरकार  
 कार्मिक और प्रशिक्षण विभाग  
 कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
 नॉर्थ 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 19<sup>th</sup> August, 2016

To

The Chief Secretaries of all State Governments /  
 Union Territory Administrations  
 (As per standard list)

Dear Sir / Madam,

Please refer to my letter No. 4(8)/2008-EO (PR) dated 21.04.2015 making the online filing of PAR mandatory for the year 2014-15 and onwards in respect of IAS officers. It has been noted that all the Central Ministries/Departments as well as State Governments have adopted Smart Performance Appraisal Report Recording Online Window (SPARROW) and are filing PARs online only in respect of officers serving under them.

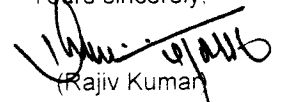
2. You would be aware that Digital Signature Certificate or DSC is a pre-requisite for online filing of PAR required to authenticate the document. As DSC requires a biennial renewal, some problems were recently faced by a few State Governments in getting the DSCs of their officers renewed. Keeping in view such problems and to make usage of SPARROW more user-friendly, an alternative to DSC in the form of 'eSign' for authenticating the documents including PAR has been made operational in SPARROW application in respect of IAS officers.

3. **eSign** is an online service providing secure signing of electronic documents, wherein any Aadhaar card holder can digitally sign an electronic document through OTP based authentication. For OTP based authentication, the mobile number of the user should be registered with Aadhaar number. Since the **eSign** service does not require a physical digital signature token and unlike DSC no renewal is required, it is quite user-friendly. For convenience, a brief on **eSign** has been made available on the opening page of SPARROW. The Brochure for further details is available at <http://cca.gov.in/esign>.

3. I shall be grateful if availability of this alternative facility is brought to the notice of all the IAS officers. In case, they encounter any difficulty, they may contact SPARROW Helpline Number - 011-24305362 or e-mail to [support-sparrow@nic.in](mailto:support-sparrow@nic.in).

With regards,

Yours sincerely,

  
 (Rajiv Kumar)

Copy to Secretaries of all Ministries / Departments (as per standard list).

Copy also to:

1. The President's Secretariat, New Delhi.
2. Prime Minister's Office [Shri Anurag Jain, JS], New Delhi
3. The Rajya Sabha Secretariat, New Delhi.
4. The Lok Sabha Secretariat, New Delhi.
5. Cabinet Secretariat [Secretary (C&PG)], New Delhi
6. Election Commission, New Delhi.
7. UPSC, New Delhi.
8. Central Vigilance Commission, New Delhi.
9. O/o Comptroller & Auditor General, New Delhi.
10. Joint Secretary (UT), MHA, North Block, New Delhi.
11. NIC, DoPT, , North Block, New Delhi - for uploading this letter on the Department's website under OMs & Orders → Establishment Officer → Instructions on ACRs/PARs and also under "What is New".