



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
Office of the Principal Controller of Defence Accounts (Central Command) Cariappa
Road, Cantt., Lucknow, Pin Code - 226002

कार्यालय दूरभाष सं०-0522-2451547

कार्यालय फैक्स सं०-0522-2451993

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No. AN/1A/1004/Circular

Dated: 28.11.2016

IMPORTANT CIRCULAR

To,

The CDA RTC Lucknow
The IFA (CC) Lucknow
All Sub-offices
All Sections in Main Office

Sub: Introduction of SPARROW for completion of APARs in the DAD

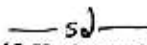
Ref: HQrs office circular No. AN-I/1058/Online APAR Completion dated 21.11.2016

It has been informed by the Hqrs. Office, Delhi vide above cited letter (copy enclosed), that the Government has decided to switch over to the online completion of APARs. The completion of online APARs is to be completed for the reporting year 2016-17 ie, the APARs to be written beyond 1st April, 2017. As such, there should be no manual APARs from 1st April, 2017. The SPARROW (Smart Performance Appraisal Report Recording Online Window) – an online shall be customized in co-ordination with the NIC for this purpose.

2. In this regard, it is requested to ensure action, as mentioned in para 3 of Hqrs. Office letter dated 21/11/2016 and submit details i.e. valid/active NIC e-mail, Aadhar No. & Mobile No. of all officers & staff serving in your office in soft copy (excel sheet) at APAR2016.17@gmail.com

3. It is also requested that report as per format given in para 3 (a) & (b) of above referred may be submitted by 6th December 2016, on the above mentioned e-mail ID.


GO (AN) has seen.


(S.K. Gupta)
SAO (AN)

Copy to:

1. ✓ The OI/c
OA Cell
[Local]

for uploading on PCDA (CC) website


(S.K. Gupta)
SAO (AN)

OFFICE OF THE
CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt- 110010

IMPORTANT CIRCULAR

No. AN-I/1058/Online APAR Completion

Date: 21.11.2016

To,

All PCsDA/CsDA & equivalent

(through CGDA's web-site)

Subject: Introduction of SPARROW for completion of APARs in the DAD.

The recording of Performance Appraisal Report is undertaken annually as it provides the basic and vital inputs for development of an officer. The PARs of all government officials are written as per schedule/timelines enshrined in the relevant rules of the Service. The Performance Appraisal Reports not recorded within prescribed schedule/timelines are treated as 'time barred' and where dates are not indicated by the officer reported upon, Reporting/Reviewing/Accepting Authority, such PARs are taken on record assuming that these would have been recorded in time and dates were left inadvertently. Instances, however, have been coming to the notice, where such gaps are exploited by ante-dating self-assessment or remarks being left undated intentionally. Further, the non-availability of completed APARs had been a major factor for delay in career progression i.e. holding of DPC's on time, promotions, empanelment, etc. of the work-force.

2. Based on the recommendations of the Group of Secretaries on Governance, the Government has decided to switch over to the online completion of APARs for all the departments.

3. The completion of online APARs is a mandatory system to be adopted by each department for the APARs to be completed for the reporting year 16-17 i.e. the APARs to be written beyond 1st April, 2017. As such, there should be no manual APARs from 1st April, 2017. The SPARROW (Smart Performance Appraisal Report Recording Online Window) - an online system for filing of PAR of AIS officers, having successfully run w.e.f. 1st April, 2014, shall be customized in co-ordination with the NIC and utilized for the purpose.

4. The following are the basic requirements for successfully completing the online APARs:

- (i) NIC e-mail id's and passwords as well as Digital Signatures Certificates (DSC) for the officers and staff because the online APARs application will not be accessed without valid NIC e-mail id and the digital signatures certificates would be required for authenticating the APARs.
- (ii) Till availability of DSC's, the "eSign" facility launched by the DEITY - which is an online service without using physical dongles that offers application service providers the functionality to authenticate signers and perform the digital signing of documents using AADHAR service has also been started. However, for the purpose it is mandatory to have the mobile number of the user registered with UIDAI

(i.e. linked to AADHAR) as One Time Password (OTP) will be sent for e-signing the online completed APARs.

The o/o the CGDA is already under correspondence with the NIC for setting out the modalities for obtaining DSC's, etc., which may take some time.

5. As such, keeping the paucity of time and the necessity to implement the system, it has been decided that offices of all the PCsDA/CsDA & equivalent should immediately undertake the following actions in respect of the officers and staff serving in the organization (including those on proforma strength of the organization):

- (i) to INTIMATE their valid/active NIC e-mail id's and passwords and a database be maintained in the records.
- (ii) who do not have NIC e-mail id's and passwords should be directed to fill-in the forms and apply for creation of their e-mail id's and passwords immediately, if required, in consultation with the IT Wing of the HQrs office. The forms may please be provided to them at the earliest.
- (iii) to INTIMATE their AADHAR Nos. with the mobile nos. seeded with it in UIDAI database and a database of the details be maintained in the records.
- (iv) who have AADHAR Nos. but do not have mobile nos. seeded in the database of UIDAI, to immediately get their mobile nos. seeded in UIDAI database i.e. linked with AADHAR nos. so as to enable them to use "eSign" facility till issue of Digital Signatures Certificates.
- (v) who have not yet got AADHAR no. be directed to obtain the same with duly seeded mobile no.
- (vi) The following reports, in above regard, may be sent to this HQrs office in the following format:

(a) NIC E-mail id's

Group	Total No. of officers posted (As on _____ Dec., 2016)	No. of officers holding valid/active NIC e-mail id's	No. of officers who have applied for obtaining valid NIC e-mail id's	No. of officers, if any, left for applying for obtaining valid NIC e-mail id's with reasons	Action to get valid e-mail id's for all remaining officer's and staff proposed to be completed by the date	Remarks, if any	
	1	2	3	4 (4=2-3-5)	5 (5=2-3-4)	6	7
A							
B							
C							
Total							

(b) AADHAR no. with seeded mobile nos.

Group	Total No. of officers posted (As on Dec., 2016)	No. of officers having AADHAR no. with seeded mobile nos.	No. of officers having AADHAR no. BUT NOT with seeded mobile nos.	No. of officers, if any, not having AADHAR no. with reasons	Action to get AADHAR no. with seeded mobile nos. for all remaining officer's and staff proposed to be completed by the date	Remarks, if any
1	2	3	4 (4=2-3-5)	5 (5=2-3-4)	6	7
A						
B						
C						
Total						

6. In case, any officer or staff is on leave/training, etc., entailing his stay away from office, he/she may be directed, by sending a correspondence at his/her official/residential address, to intimate the details/to take necessary action and the progress be monitored closely till completion.


7. It has also been decided that the above actions may please be completed immediately and, in any case, not later than 9th December, 2016.

8. This issues with the approval of CGDA.


(SHYAM DEV)
Joint CGDA (AN)

Copy to:

1. Dy. CGDA (AN) (Local) - With a request for similar action as above in respect of the officers and staff serving in o/o the CGDA, Delhi Cantt.
2. Sr. Dy. CGDA (IT) (Local) - With a request for taking immediate action for completion of the exercise for availability of valid/active NIC e-mail id's for all the officers and staff in the Department, as requested above.


(SHALEEN SHARMA)
For CGDA

Government of India
Ministry of Electronics and Information Technology,
NATIONAL INFORMATICS CENTRE

Application for E-Mail/Auth [Tick] account for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "iNOC, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS.

- 1) Name of the applicant*: _____
 (Dr./Mr./Ms. First name Middle Name Surname)
- 2) (a) Date of Birth: _____ (b) Designation*: _____
- 3) Min./Dept./Org*: _____
- 4) Address for correspondence*: _____
 _____ City: _____ Pin Code: _____
- 5) Telephone Number : (O)* _____ (R) _____ Mobile*: _____
- 6) Preferred Email/Auth id**: a) _____
 b) _____
- 7) Alternate e-mail address for correspondence*: _____
- 8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
 (DD/MM/YYYY)* _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent
 Authority of the Department
 with date and seal

Signature of the Applicant
 with date and seal

Account Category:

Free/ Paid

If free, on What Basis: _____

If paid, Project No. : _____

Signature of NIC Coordinator/HOD
 with date and seal

Name & Designation: _____
 E-mail and Tel. _____

FOR OFFICE USE

Billing Division(RR Section):

File Number:

Payment Processed: Yes/ No

Signature

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO):

Signature of iNOC incharge

Signature of the Operator

Name & Desig.: _____

* Entries are mandatory and need to be filled.

** The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

** A suffix may be added to make the email id uniq across the domain

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given userid and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. **NIC is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install the personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft WINDOWS, please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. NIC is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. NIC e-Mail Service is provided over secure channels only. WEB interface can be accessed over HTTPs(port 443), POP service is over POP3s(port 995),IMAP service is over IMAPs(port 993) and SMTP service is over SMTPs(port 465). Users are required to suitably modify the client software settings to use the services.Please check the FAQ at: <https://mail.nic.in/docs/POP.pdf>
10. By default accounts will be given access over WEB only (<https://mail.gov.in>). If user wants access over POP/IMAP, he/she has to send the request for the same to support@gov.in. For security reasons either POP or IMAP will be allowed. NIC recommends use of IMAP.
11. NIC will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, NIC cannot be held responsible.
12. User is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask NIC to restore it.
13. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows:
 - Trash - 7 days
 - ProbablySpam – 7 days
14. NIC account will be deactivated, if not used for 90 days.
15. Email id will be deleted after a period of 9 months from the date of deactivation if no request for activation is received.
16. Contact our 24x7 support if you have any problems. Phone **1800-111-555** or you can send mail to support@gov.in
17. Please note that advance payment is a must for paid users.
18. NIC coordinator reserves the right to ask for supporting documents like copy of identify card or any other document deemed appropriate to confirm the credentials of the applicant.
19. **NIC will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority of the Department.**

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of the Applicant
with date and seal