

Most Immediate

**No. 12021/1/2016-ISS
Government of India
Ministry of Statistics and Programme Implementation
(ISS Division)**

**Sardar Patel Bhavan,
Sansad Marg, New Delhi,
Dated 21st November 2016**

OFFICE MEMORANDUM

Subject: Mandatory online filing of APARs of ISS Officers – regarding.

It has been decided to make the online filing of APAR mandatory for the year 2016-17 and onwards in respect of ISS Officers.

2. Mandatory online APAR system for ISS Officers would be modeled on the Smart Performance Appraisal Report Recording Online Window (SPARROW) system and would be rolled out for APARs pertaining to the Financial Year 2016-17 onwards.
3. For online filing of APAR, either 'Digital Signature Certificate (DSC) or 'eSign' of every officer is required to authenticate the documents. Here it is relevant to mention that 'DSC' requires a biennial renewal and has financial implication whereas eSign, a user friendly tool, is based on Aadhaar.
4. For 'eSign', an NIC email and Aadhaar Number of each ISS Officer is a pre-requisite.
5. '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. Therefore, the current Mobile Number in use should be mapped with the Aadhaar Number of the officer.
6. In view of the above, all the officers of ISS are requested to create an email id on NIC platform and to get the Aadhaar Number, if not already available with them.

It is to be mentioned that the current mobile number of the officer should invariably be registered with his Aadhaar Number.

7. Creation of email ids on NIC platform and registration for Aadhaar Number of ISS Officers, wherein the current Mobile Number should be registered, may be completed positively **before 30th November 2016.**

8. This issues with the approval of Competent Authority.



(Tapan Mitra)

Director (ISS)

Tel: 011-23744502

To:

1. All participating Ministries/Departments/Organisations for necessary action.
2. DDG (Admn.), NSSO (FOD) Hqrs. New Delhi.
3. DDG, NSSO (CPD), New Delhi.
4. DDG (CAP), MoSPI, New Delhi.
5. DDG (PI), MoSPI, New Delhi.
6. DDG (Computer Centre), New Delhi.
7. DDG (SSD), New Delhi.
8. HoD, NSSO (SDRD), Kolkata.
9. HoD, NSSO (DPC), New Delhi.
10. HoD, MoSPI, New Delhi.
11. Computer Centre for placing on the website of the Ministry under ISS.

Copy to:

1. PPS to Secretary, MoSPI.
2. PPS to DG, CSO-cum-NSSO.
3. PPS to Joint Secretary.