

IMPORTANT

Time Bound

GOVERNMENT OF GUJARAT



No. PAR/102015/GOI-188/D  
Forests & Environment Department  
Block No. 14/8, Sachivalaya,  
Gandhinagar-382 010

Date: 1 APR 2017

To,  
All IFS Officers of Gujarat cadre.  
(As per civil list)

Subject: Adopting SPARROW (Smart Performance Appraisal Report Recording Online Window) for online recording PARs in respect of IFS officers.

Sir,

As you are aware, the online filling of PAR (Smart Performance Appraisal Report Recording Online Window) is being introduced for all IFS officers. It is required to obtain Digital Signature Certificate (DSC) to authenticate the document and NIC e-mail ID to log in to the SPARROW. Detailed instructions for prerequisite procedure were issued vide this department's letter of even number dated 27/04/2016 (copy enclosed). However it is observed that the officers are not sensitive for adoption of online PAR recording.

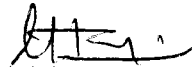
2. The Government of India is now in the process of amending All India Service (Performance Appraisal Report) Rules, 2007, in which electronic filling of PAR will be mandatory. Prior approval of the MoEF in consultation with DoPT will have to be taken in cases where exemption for electronic filling of PAR is sought. Therefore it is once again requested to obtain DSC and activate your NIC e-mail address. It may please be noted that CCF (Administration) may be contacted in case of difficulty regarding DSC. For any query regarding SPARROW the procedure outlined in para-3 of the letter dated 27/04/2016 may be followed.

3. As DSC requires biannual renewal some problems were faced in getting it renewed. Keeping in view such problems and to make usage of SPARROW more user friendly an alternative to DSC in form of e-Sign for authenticating the documents including PAR has been made operational in SPARROW application. e-Sign is an online service providing secure signing of electronic documents wherein any Aadhar 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 Aadhar number. Since the e-Sign 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 e-Sign has been made available on the opening page of SPARROW.

4. It is once again informed to refer the instructions issued in this regard and submit an undertaking in format attached herewith. The Department also proposes that application for different service related matters will not be processed in respect of an officer who fails to participate actively in SPARROW.

Yours faithfully,



(Gagubha Raj)

Deputy Secretary

Forests & Environment Department

Encl.: As above

Copy for information to:

- The P.P.S. to the Principal Secretary (Personnel), General Administration Department, Sachivalaya, Gandhinagar.
- Principal Chief Conservator of Forests & Head of Forest Force, Gujarat State, Aranya Bhavan, Sector-10/A, Gandhinagar.
- Shri R.C.Mistry, IFS  
Nodal Officer for SPARROW and Chief Conservator of Forests (Administration), Aranya Bhavan, Sector-10/A, Gandhinagar.

## Undertaking

I, Dr./Shri/Smt./Ms. \_\_\_\_\_  
working as member of Indian Forest Service in Gujarat cadre do hereby  
undertake that,

1. \* I will link my Aadhar Number \_\_\_\_\_ (mention number)  
with SPARROW (Smart Performance Appraisal Report Recording  
Online window) application for online recording of PAR. I will update  
my mobile number to Aadhar database of UIDAI. I also agree to  
authenticate my PAR on SPARROW Application through e-sign mode  
by use of Aadhar OTP.
2. \* I have not obtained Aadhar Number. I agree to enrol for Aadhar at  
authorised enrolment centres of UIDAI. I will also furnish my mobile  
number to Aadhar database at the time of enrolment. I agree to  
authenticate my PAR on SPARROW Application through e-sign mode  
by use of Aadhar OTP. I also agree to authenticate my PAR on  
SPARROW Application through e-sign mode by use of Aadhar OTP.
3. \* I do not want to enrol for Aadhar number. I will obtain Digital  
Signature Certificate (DSC) for authentication of PARs in SPARROW  
Application.
4. \* I have obtained Digital Signature Certificate (DSC) for authentication  
of PARs in SPARROW Application.

I hereby undertake to perform above mentioned action and also  
agree that, I shall be responsible for my service related prospects and  
the authorities will not be responsible for non-submission of my PARs  
in the case of delay in activation of SPARROW.

Date:

Signature:

Place:

Name:

Batch:

\* To be strike out, if not applicable.

By Speed Post/Hand Delivery

IMPORTANT

Time Bound

GOVERNMENT OF GUJARAT



No.IFS/102015/GOI-188/D  
Forests & Environment Department  
Block No. 14/8, Sachivalaya,  
Gandhinagar-382 010

Date: 27 APR 2016

To,  
All IFS Officers.  
(As per civil list)

Subject: Adopting SPARROW (Smart Performance Appraisal Report Recording Online Window) for online recording PARs in respect of IFS officers.

Sir/Madam,

I am directed to inform you about Government of India's decision to introduce an online filling of Performance Appraisal Reports by Indian Forest Service officers from the year 2015-16. The final version of the software SPARROW (Smart Performance Appraisal Report Recording Online Window) is developed and it has been already implemented for members of the Indian Administrative Service.

2. The very idea of switch over from manual to online system was to ensure ready access of the PAR dossier by the authorized users, preventing loss of PARs in transit, address the issue of ante-dating, remarks recorded by the reporting authorities without dated etc.

3. In order to make the e-filling of PAR operational, each IFS officer is required to have active NIC e-mail ID and Digital Signature Certificate (DSC). It may be noted that NIC e-mail ID is mandatory to log in to the SPARROW. The MoEF&CC has already registered e-mails for all IFS officers with the NIC. The officer ID as given in the MoEF&CC civil list itself is the NIC e-mail ID. For example : If the officers code as per civil list is GJ/205 then his/her NIC e-mail id is [gj205@ifs.nic.in](mailto:gj205@ifs.nic.in).

Procedures for accessing email for IFS officers is as under:

- A. Logon to <https://mail.gov.in> or <https://mail.nic.in>
- B. Enter Username/User ID

- C. Enter Password (It is strongly recommended that you should change password on the first instant itself as per the password policy of NIC i.e., min 8 characters, mix of upper, lower letters, numbers and special characters).  
For any query/ assistance send an email on [support@gov.in](mailto:support@gov.in) or call on 1800-111-555. The call centre is open on a 24x7 basis.
- D. Press Sign In Button: To get into Email A/c (Please ignore warning, if any, due to wrong Digital Certificate) Now, you are ready to Read/Reply/Forward/Create E-Mails.
- E. Always Logout when finished with your work.

This NIC e-mail must be kept active for SPARROW. In case of any difficulty the user is required to contact NIC helpline.

4. The Digital Signature Certificate (DSC) is required by the officer to authenticate his/her self-appraisal as well as comments/grading recorded in the PAR of his/her subordinates. Without DSC, the self-appraisal as well as PAR of subordinates would not move. Thus it is again made clear that for log in to the application SPARROW and filling self-appraisal or to record the PAR of subordinates, you need to have duly active NIC e-mail ID, whereas to move the PAR to higher authority you are required to have a DSC which is a digital equivalent (i.e. electronic format) of physical or paper certificate.

Registration form for DSC is attached herewith, which is to be duly filled and sent to the APCCF (Administration) who is appointed as a Nodal Officer for SPARROW by the Government to coordinate with the Ministry of Environment, Forests & Climate Change, Project Implementation Team, National Informatics Centre (NIC) and this Department for all project related activities. The APCCF (Administration) will obtain registration forms in respect of all IFS officers and after authorizing the same send it to the (n) Code Solutions, the nodal agency to provide DSC.

5. In addition to this it is also informed you that updating Executive Records Sheets is mandatory for each officer for online submission of PAR. Procedure for Online Updation for IFS officers Executive Record(ER) Sheet is as under:

- A. For Online Updation for IFS officers Executive Record Sheet, Go to <http://ifs.nic.in> & Select Online Updation for Executive Record Sheet option.  
After selecting this option, Type your IFS Officer Code (As per the IFS Civil List)  
For e.g. ifscod 'GJ/020' & Enter password. Password is your IFS Code without / and #789  
e.g. GJ020#789. After typing your IFS Code & password, then

type the code in box is given below and select submit button. After this option, change the desired information and press update button. After updating the personal information, select the Posting or Training or Specialization details option.

- B. For adding new information in the Posting/Training/Specialization, select the Add New button. After adding the desired information, Select the Add Record button, After this, system will display message 'Record added'.
- C. For updating the existing information of Posting/Training/Specialization, Click the radio button of for desired Posting/Training/Specialization details, select the Update Record button and update the desired information and then select update record button. After updating this, system will display message 'Record Updated'.
- D. For deleting the existing information of Posting/Training/Specialization, Click the radio button of Posting/Training/Specialization and then select delete record button. After this, system will display message 'Record deleted'.
- E. Cancel button will undo the desired changes in the Particular Posting/Training/Specialization data entry / updation form of ER Sheet.
- F. Select the logout button to exit from IFS ER Sheet Entry/Updation Form.
- G. For any technical difficulties regarding IFS Civil List, IFS Executive Record Sheet please contact NIC on telephone no. 011-24363819.

This year being the first year of online filing, you need to be familiar with the functions and operations of the software. Your proactive participation is solicited to make e-filing of PAR successful. It is therefore requested to obtain Digital Signature Certificate and update the Executive Record Sheet latest by 30/04/2016 without fail.

Yours faithfully,



(Nilesh Trivedi)

Deputy Secretary

Forests & Environment Department

Encl:

1. DSC registration form (to be sent to APCCF, Administration along with enclosures required therein)
2. Letter of MoEF dated 20/11/2014 regarding updating Executive Record Sheet.



# Registration Form for Digital Certificate

GOVERNMENT

(n)Code Solutions  
e-Safe & Secure e-Sign

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



PLEASE TICK ANY ONE Class2 OR Class3

Validity 2 Years OR Validity 1 Year Only Signing OR Sign & Encrypt

### INSTRUCTIONS :

- Please fill the form in English only in legible format and IN BLUE INK ONLY.
- OID would be as per our CPS. Please refer to our CPS at [www.ncodesolutions.com/cps.pdf](http://www.ncodesolutions.com/cps.pdf) for more information.
- In case of keypair been compromised/lost/deleted please apply for revocation of certificate.
- For obtaining Class 3 "Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
- 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.
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC.

Applicant Name **APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM**

\_\_\_\_\_

Unique Email ID \_\_\_\_\_

Unique Mobile No. \_\_\_\_\_

Identity Details of Applicant DOC No. \_\_\_\_\_

- \*PAN Card     Driving License     Passport     Govt. ID Card     Postoffice ID Card     Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Tick any one and enclose the attested copy of same. (\*For PAN based DSC, please provide the PAN Card details.)

Organization Name **INDIAN FOREST SERVICE, GUJARAT CADRE**

Organizational Email ID \_\_\_\_\_

Govt. ID Card Detail (Enclose attested copy) \_\_\_\_\_ Department \_\_\_\_\_

Office Address \_\_\_\_\_

Area / Landmark \_\_\_\_\_

### PLEASE NOTE :

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

### DECLARATION :

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
- I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date : \_\_\_\_\_ Place : \_\_\_\_\_

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

For RA use only

All Documents, address and physical presence verified by

Seal & Signature

RA Name, Seal & Signature

V 4.4



Toll Free : 1800 - 233 - 1010

[www.ncodesolutions.com](http://www.ncodesolutions.com)





# Registration Form for Digital Certificate

GOVERNMENT

(n)Code Solutions

e-Safe • e-Secure • e-Sure

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



## Documents Required for Verification

### Attested copy of following for Government Application

- A. Applicant's identity card
- B. The application for DSC should be forwarded/Certified by the authorized signatory (Competent authority of the Department/ Head of Office / NIC Coordinator.
- C. Copy of identity card of authorised signatory.

**Note :**

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber. with a statement similar to that used for life certificate of pensioners
- B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

### PAYMENT DETAILS

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

### Authorization Letter

To,  
(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. \_\_\_\_\_ (certificate applicant)

Mobile \_\_\_\_\_ 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). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

### DETAILS OF AUTHORISING PERSON

Name :			
Designation :	Identity		
Date	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)		
Place	[Sign :		]

### (n)Code Offices

Corporate Office Ahmedabad 079-4000 7300 > dscsales@ncode.in

Delhi  
011-26452279/80  
northsales@ncode.in

Bangalore  
080-25272525  
southsales@ncode.in

Mumbai  
022-22048908  
mumbaisales@ncode.in

Surat  
0261-2789944  
suratsales@ncode.in

V 4.4

Toll Free : 1800 - 233 - 1010

www.ncodesolutions.com



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डा. रेखा पै  
Dr. Rekha Pai



वन महानिरीक्षक  
भारत सरकार  
पर्यावरण एवं वन मंत्रालय  
INSPECTOR GENERAL OF FORESTS  
GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT & FORESTS

D.O. No. F. No. 12026/15/2014-IFS-I

Dated: 20<sup>th</sup> November, 2014.

Sub: Updation of Executive Record Sheet of IFS officers for career planning and management – reg.

Sir/Madam,

The Ministry is maintaining the Executive Record Sheet of all IFS officers for their career planning and management including empanelment at different levels like, Joint Secretary, Additional Secretary and Secretary. These records will also be useful for different DPC meetings, being held for promotion of IFS officers at different level in the State Government.

2. The initiation/updation of Executive Record Sheet (ERS) is to be done by the officer concerned through their given ID and Password. In case of IFS officers, ID is their official code number in the Civil List and Password is officer's code without sign of slash and hash followed by no. 789, for example, in case of officer having code JK/001, the ID will be JK/001. Password will be JK001#789. The initiation and updation has to be done on the website: <http://www.ifs.nic.in>. In case of any difficulty the officer can contact on following emails : [bksbishwajitifs@yahoo.co.in](mailto:bksbishwajitifs@yahoo.co.in) , [negiusef@nic.in](mailto:negiusef@nic.in) , [ifs@nic.in](mailto:ifs@nic.in)

3. So far, around 25% of officers (718 officers out of around 2700 officers) have filled in their ER sheet. The details of State-wise ER sheet updation is enclosed as Annexure. It is further observed that even those officers, who have filled the ER sheet, are not updating it regularly.

4. You will appreciate that ER sheet is of great help in readily providing information about the officers for different empanelment, deputation, postings, foreign assignments etc. It is, therefore, imperative that this ER sheet is filled up and updated regularly. Therefore, it is suggested that you may consider making it mandatory to have the update ERs records while holding the DPC meeting.

5. The Ministry also proposes that applications for different deputation, foreign assignments and empanelment will be processed only if the application is accompanied with updated ER sheet.

With kind regards,

Enclosure: As above.

Yours sincerely,

(Dr. Rekha Pai)

Inspector General of Forests (IFS)  
Tel.: 011-24695249



As per list  
The Principal Secretary (Forests) of all State Governments / UTs.

जहाँ है हरियाली / पर्यावरण भवन, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड, नई दिल्ली-110 003 फोन : 011-24360467, फैक्स : 011-24363685  
वहाँ है स्वच्छता !! PARYAVARAN BHAVAN CGO COMPLEX LODHI ROAD NEW DELHI 110 003 Ph - 011-24360467 Fax - 011-24363685

**Speed Post**

No. 12026/15/2014-IFS.1  
Government of India  
Ministry of Environment, Forest & Climate Change  
\*\*\*\*\*

6<sup>th</sup> Floor, Prithvi Wing,  
Indira Paryavaran Bhawan, Jor Bagh Road,  
Ali Ganj, New Delhi-110003.  
Dated the 29<sup>th</sup> May, 2015.

To,

All members of the Indian Forest Service.

**Subject:** Online updation of Executive Record Sheet (ERS) of IFS officers for career planning and management - reg.


Sir,

I am directed to refer to this Ministry's D.O. letters of even number dated 20.11.2014 and 6.01.2015 and letter of even number dated 22.04.2015.

2. It has been observed that so far only 38 % officers (974 officers out of around 2646) have initiated their record sheets. It has been also observed that even those officers who have filled their ER sheet, are not updating it regularly and some have not furnished complete information.

3. In this regards, all individual officers are requested to update their on-line ERS through the ifs website ie. [www.ifs.nic.in](http://www.ifs.nic.in) and also informed that failure to do so, no request for deputation, foreign visit, posting etc shall be considered.

Yours faithfully,

  
(R. S. Negi)

Under Secretary to the Govt. of India.  
Tel: 24695357.

Copy to :

NIC cell for uploading on IFS website