

No. 14/2016-CR Cell  
Government of India  
(भारत सरकार)  
Ministry of Agriculture and Farmers Welfare  
(कृषि एवं किसान कल्याण मंत्रालय)  
Department of Animal Husbandry, Dairying and Fisheries  
(पशुपालन, डेयरी एवं मत्स्यपालन विभाग)

Krishi Bhawan, New Delhi  
Dated: 15<sup>th</sup> March, 2018

**OFFICE MEMORANDUM**

**Subject:** - Issuance of fresh Digital Signature Certificate (DSC)/renewal of DSCs devices to IAS/ IFS/IES Officers, US and above levels in CSS Cadre and PPS and above levels in CSSS Cadre.

The undersigned is directed to say that DoPT has launched software namely "SPPARROW" for IAS/IFS/IES officers, US and above levels in CSS Cadre and PPS and above levels in CSSS Cadre for online submission of APARs.

2. The Financial Year 2017-18 is coming to an end and the online APARs are required to be initiated on "SPARROW" systems and for generation of APAR forms, availability of a functional Digital Signature Certificate (DSC) is essential. Since, many of the DSCs issued to the officers have already lapsed or will lapse in near future, it is requested such kind of DSC may be returned to CR Cell immediately.

3. In order to get new DSC made, it is requested to fill the DSC Form enclosed herewith. The duly completed DSC form may please be sent to the undersigned within seven days from the issue of this O.M. for further action.

**Encls:** - As above.



(Deepak Sethi)

Under Secretary to the Govt. of India.

Tel.: - 23386099.

To,

1. All IAS/IFS/IES Officers of this Department.
2. PPS to Secretary (ADF), DADF, Krishi Bhawan, New Delhi.
3. All Under Secretary and above levels officers of CSS Cadre.
4. All PPS and above levels officers of CSSS Cadre.
5. NIC, DADF with request to upload this O.M. on Department's Website.