

BY E-MAIL/SPEED POST

No.GAU/EDP/ SPARROW/356 / Vol. I

Office of the CDA,

"Udayan Vihar", Narangi

Guwahati - 781171

Date :- 23-11-2016

To

All Officers & Staff of

(A) Main Office

(B) Sub Offices

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

It has been intimated by HQrs Office that from 1st April, 2017 onwards, there should be no manual Annual Performance Appraisal Report (APAR). The Smart Performance Appraisal Report Recording Online Window, "SPARROW" - is an online system for filing of APAR. The completion of online APARs is a mandatory system and is to be completed for the reporting year 2016-2017, i.e., the APARs to be written beyond 1st April, 2017.

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

(A) NIC e-mail id's and Passwords as well as Digital Signature Certificates (DSC),

(B) Till availability of DSC's, the "eSign" facility launched by the DEITY (Department of Electronics & Information Technology)- 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 Unique Identification Authority of India [UIDAI] - (i.e. linked to AADHAR) as One Time Password (OTP) will be sent for e-signing the online completed APARs.

HQrs office is already under correspondence with NIC for setting out the modalities for obtaining DSC's, etc. , which may take some time.

As such, keeping the paucity of time and the necessity to implement the system, it has been decided that all sections/offices should immediately undertake the following actions in respect of the officers and staff serving in their respective sections/offices including those on the proforma strength of the organization.

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- (i) to intimate their valid/ active NIC e-mail id's and passwords,
- (ii) who do not have NIC e-mail id's and password should be directed immediately to fill-in the form enclosed .
- (iii) to INTIMATE their AADHAR nos. with mobile nos. seeded with it in UIDAI database,
- (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.

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.

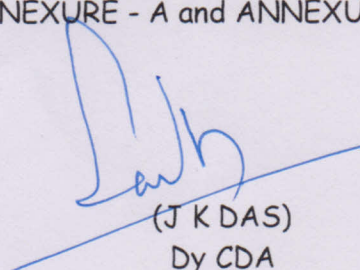
**IMMEDIATE ACTION to be TAKEN by MAIN OFFICE & GUWAHATI SUB OFFICES:-**

The above actions may be completed immediately , and in any case, not later than 30th November, 2016, and is to be sent to EDP Centre, Main office, CDA Guwahati. The submission date may be strictly adhered to. On completion, the undermentioned reports may be sent in the format enclosed as ANNEXURE - A and ANNEXURE - B for onward transmission to HQrs Office.

**IMMEDIATE ACTION to be TAKEN by SUB OFFICES OTHER THAN GUWAHATI AREA:-**

The above actions may be completed immediately , and in any case, not later than 3rd of December, 2016, and may be forwarded to the e-mail address "cda-guw@nic.in" / FAX - (0361-2640810) for onward transmission to HQrs Office. The submission date may be strictly adhered to. On completion, the undermentioned reports may be sent in the format enclosed as ANNEXURE - A and ANNEXURE - B.

Encl:- E-Mail id Creation form and related ANNEXURES.

  
(J K DAS)  
Dy CDA

**ANNEXURE – “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<br>(4=2-3-5)   | 5<br>(5=2-3-4)  | 6  | 7               |
| A     |  |  |  |   |  |                 |
| B     |  |  |  |   |  |                 |
| C     |  |  |  |   |  |                 |
| Total |  |  |  |   |  |                 |

## ANNEXURE – “B”

### AADHAR no. with seeded mobile nos. NIC E-mail id's

| 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<br>(4=2-3-5)  | 5<br>(5=2-3-4)  | 6   | 7               |
| A     |  |   |   |   |   |                 |
| B     |  |   |   |   |   |                 |
| C     |  |   |   |   |   |                 |
| Total |  |   |   |   |   |                 |

**Government of India**  
**Department of Information Technology, MCIT**  
**NATIONAL INFORMATICS CENTRE**

**Application for Bulk E-Mail Account Creation for a complete domain/ Group of users**

(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, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTER.

- 1) Name Of The Applicant\*: \_\_\_\_\_  
 (Dr./Mr./Ms. First name Middle Name Surname)
- 2) Designation\*: \_\_\_\_\_
- 3) Min./Dept./Org\*: \_\_\_\_\_
- 4) Address for correspondence\*: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ City: \_\_\_\_\_ Pin Code: \_\_\_\_\_
- 5) Telephone Number: (O)\* \_\_\_\_\_ (R) \_\_\_\_\_ Mobile: \_\_\_\_\_
- 6) E-mail address of the applicant\*: \_\_\_\_\_
- 7) Preferred email\_id\_pattern\*\* : \_\_\_\_\_ @nic.in, Preferred Suffix\*\* \_\_\_\_\_

List\* of user names and/or designations in the format given next page are to be provided along with application form.

This is to declare that all the users listed along with this application form have read the terms and conditions and they agree to abide by them. I shall be single point of contact in case of any failure on their part.

\* Entries are mandatory and need to be filled.

\*\*The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e\_mail id unique across the domain.

Signature of the Applicant  
with date and seal

**FOR OFFICE USE**

Account Category: Free/ Paid

If free, on What Basis: \_\_\_\_\_

If paid, Project No. : \_\_\_\_\_

Signature of NIC Coordinator/HOD

Name & Designation: \_\_\_\_\_

E-mail and Tel. \_\_\_\_\_

**Billing Division(RR Section):**

File Number:

Payment Processed: Yes/ No

Signature

**User ID Creation:**

Signature of iNOC incharge

Assigned login ID: \_\_\_\_\_ domain: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of the Operator

Name & Desig.: \_\_\_\_\_

**For Name based Email id(s)**, a list of user names in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file.

| Sl. No. | Full Name | Designation, Department, etc. | Preferred Email id** |
|---------|-----------|-------------------------------|----------------------|
|         |           |                               |                      |
|         |           |                               |                      |

\*\*The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e mail id unique across the domain.

**For Designation/Official Position based Email id(s)**, a list of designations in the following format is to be supplied along with the application form. To enable faster/error free data entry following table may be provided in the format of a Excel Sheet/Word table/ Semicolon separated TEXT file.

| Sl. No. | Official position | Department, Ministry, [State name] | Preferred Email id** |
|---------|-------------------|------------------------------------|----------------------|
|         |                   |                                    |                      |
|         |                   |                                    |                      |

\*\*The login id(s) will be generated based on the existing e-mail address policy. A suffix may be added to make the e mail id unique 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 once for every month.
3. You are responsible for any mail/information sent on NICNET.
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 received it. They might contain a virus that will corrupt your computer.
5. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.  
**Note:** NIC does not distribute any personal firewall software.
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 on Microsoft WINDOWS 9X/ ME/ NT/ 2000 Prof./ XP, please apply the appropriate patches announced by the Microsoft 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. Contact our 24x7 support if you have any problems. Phone 24360088/24360084 or you can send mail to [support@nic.in](mailto:support@nic.in)
10. Please note that advance payment is a must for paid users of Internet/ISDN/E mail.