



Office of the Divisional Commissioner,
Rail Head Complex, Jammu

(0191-2478991 & 2478995, Fax 0191-2478993 E-mail: divcomjammu@gmail.com)

Deputy Commissioner,
Doda/Samba/Reasi/Jammu/
Udhampur/Rajouri/Poonch/
Kathua/Ramban/Kishtwar

MOST URGENT

No. 101/ 3193/APR/2018/2471-81

Dated. 19.07.2018

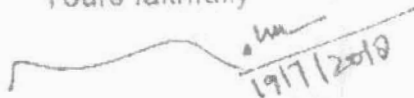
Subject. Implementing online processing of Annual Performance reports (APRs) of KAS Officers on the pattern of IAS-(SPARROW) - Obtaining of Digital Signature Certificate (DSC).

Sir,

I am directed to enclose herewith a copy of circular No. 08 - ITD of 2018 dated 16.07.2018 issued by Information Technology Department, J&K for compliance please.

Yours faithfully

Encl: Two leaves


(Muzafar All Malik) KAS,
Asstt. Commissioner (Central),
With Divisional Commissioner,
Jammu

Copy to the:-

- Secretary to Govt. Information Technology Department, J&K, Civil Secretariat, Srinagar for information.

jandk@jk.gov.in
cit-jk@nic.in



**Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, Srinagar.**

Subject: Implementing online processing of Annual Performance reports (APRs) of KAS officers on the pattern of IAS-(SPARROW)- Obtaining of Digital Signature Certificate (DSC)

**Circular No. 08 -ITD of 2018
Dated: 16 .07.2018**

Vide Circular No. 13-GAD of 2018 dated 14.05.2018, all the Officers of the Jammu and Kashmir Administrative service have been enjoined upon to obtain a Digital Signature Certificate (DSC) Type-2, Signing and ensure the possession of Aadhaar Cards, if still not obtained, by or before 25.05.2018 required for e-signing.

However, clarifications have been sought by various Officers whether the payment on account of cost of digital signatures is to be borne by the Government or by the officer themselves. In this regard, the matter was taken up with the General Administration Department and accordingly the said Department vide O.M No.GAD(Ser)APRs/01/2018 dated 25.06.2018 has clarified that the expenditure incurred on account of obtaining digital signatures by any officer shall be borne by the concerned Administrative Departments.

All the concerned Officers are hereby informed to proceed ahead with the completion of Digital Signature Certificate (DSC) without further loss of time.

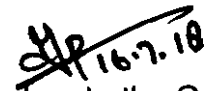
Sd/-
(Saugat Biswas) IAS
Secretary to the Government,
Information Technology Department.

No: ITD/Gen/36/2018/APR

Dated: 16 .07.2018

Copy to the:-

- 1) All Administrative Secretaries.
- 2) Vice-Chairman/Director General, J&K, IMPA.
- 3) Principal Secretary to Hon'ble Governor, J&K.
- 4) Chief Electoral Officer, J&K.
- 5) Financial Commissioner, Revenue, J&K.
- 6) Commissioner/Secretary to the Government, General Administration Department **with the request to get the circular uploaded on the website of GAD.**
- 7) Divisional Commissioner, Kashmir/Jammu
- 8) All Deputy Commissioners.
- 9) Director Information, J&K, Srinagar.
- 10) Secretary, J&K State Vigilance Commission.
- 11) Secretary, J&K State Information Commission.
- 12) Secretary, J&K Public Service Commission.
- 13) Register, J&K Tribunal.
- 14) Secretary, State Water Regulatory Commission.
- 15) Secretary, State Accountability Commission.
- 16) Pvt. Secretary to Advisor for Information and Technology Department for kind information.
- 17) Pvt. Secretary to the Chief Secretary, J&K for kind information of the Chief Secretary.
- 18) Sr. Consultant, SeMT.
- 19) I/C Website, ITD
- 20) Circular file/Stock file (w.2.s.c).


Under Secretary to the Government,
Information Technology Department.