

**J-11011/1/2017-e-gov-Part(1)**  
**Government of India**  
भारत सरकार  
**Ministry of Jal Shakti**  
जल शक्ति मंत्रालय  
**Department of WR, RD & GR,**  
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग  
**(e-Governance)**  
(ई-गवर्नेंस)

श्रम शक्ति भवन,,  
रफी मार्ग, नई दिल्ली,  
दिनांक 18 जनवरी, 2024

**OFFICE MEMORANDUM**

**Subject: Extension for mandatory use of Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles till 30th June, 2024- reg.**

This is in continuance of our earlier O.M of even number dated 08.01.2024 wherein it was requested to all officers dealing with eFile under DoWR, RD & GR and its Organizations to get their DSC issued/ e-Sign registration completed before 15.01.2024.

2. Now, DARPG vide O.M. dated 15.01.2024 (copy enclosed) has informed that **mandatory use of Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles has been extended for 6 months i.e. upto 30th June, 2024** before making it mandatory with effect from 1st July, 2024. Further necessary action may be taken accordingly.

Encl: as above

Signed by

**Mahesh Kumar Kashyap**

Date: 18-01-2024 12:27:05

(Mahesh Kumar Kashyap)

Under Secretary (e-Gov/IEC)

Tel: 011- 23766944

To,

**All the officers dealing with eFile under DoWR, RD & GR and its Organizations**

**Copy for information to**

- i. PS to Secretary(WR, RD & GR)
- ii. PS to JS(Admin, IC & GW)

No.T-11/1/2024-ARC-DARPG (e8565)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, New Delhi  
Dated the 15<sup>th</sup> January, 2024

OFFICE MEMORANDUM

Subject: Extension in deadline of mandate for Digital Signatures in e-Files application – regarding.

With reference to the above subject, kindly refer to the O.M. No. O-16012/6/2017-ARC-DARPG(e2968) dated 21<sup>st</sup> June, 2023 regarding Guidelines Note on e-Office in all Central Ministries/ Departments (Annexure-1).

2. It is reiterated that CSMOP -2022 under Chapter 7 'Guidelines on Noting', 'Box-e 7.1' titled 'Recording a note in an electronic file' providing that "It is mandatory for all officers of the rank of Dealing officers and above or equivalent to use Digital Signature Certificates (DSCs) or e-sign for electronically signing the eFiles in eoffice system before forwarding.

3. However, Department of Administrative Reforms & Public Grievances has received requests from several Ministries for relaxation of time upto 6 months for making mandatory signature (either Aadhaar based e-Sign or Digi-sign) on e-files.

4. Therefore, in view the requests of Ministries, it has been decided that NIC may give an extension of time upto 30<sup>th</sup> June, 2024, before making mandatory the use of signing (either Aadhaar based e-Sign or Digi-sign) with effect from 1<sup>st</sup> July, 2024. In the interregnum, Ministries/ Departments may encourage use of e-Sign (Aadhaar based) on e-Files.



(V. Srinivas)  
Secretary to the Govt. of India  
Tel: 01123742133  
Email: secy-arp@nic.in

To

All Secretaries to the Govt. of India

Copy to:

1. DG, NIC
2. Smt. Rachna Srivastava, DDG, NIC
3. Shri Kapil Kumar Sharma, Senior Director (IT), NIC

No.O-16012/6/2017-ARC-DARPG(e2938)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievances

5<sup>th</sup> Floor, Sardar Patel Bhawan,  
Sansad Marg, New Delhi

Dated the 21<sup>st</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Guidelines note on e-office in all Central Ministries/Departments.**

This is regarding guidelines note on e-office in all Central Ministries / Departments. DAR&PG is coordinating with all Central Ministries/Departments through rigorous review meetings on the status of implementation of e-Office.

2. The DAR&PG have come up with 16<sup>th</sup> Edition of Central Secretariat Manual of Office Procedure (CSMOP 2022) (copy attached). In this Edition of CSMOP various key features for working in eOffice have been kept. (Chapter - 6 on file management system may be referred)
3. The CSMOP-2022 under the Chapter - 7 'Guidelines on Noting', Box-e7.1 titled 'Recording a note in an electronics file' provides that "**It is mandatory for all officers of the rank of Dealing officers and above or equivalent to use Digital Signature Certificates (DSCs) or e-sign for electronically signing the eFiles in eoffice system before forwarding**".
4. In the course of monitoring off late it has been noticed that certain Ministries / Departments are showing fall in eReceipts percentage, use of eSigns/Digital Signs and inter-ministerial file movements. The Ministries / Departments were also requested in this regard on 03.01.2023 (copy attached).
5. In accordance with the above mentioned provisions of CSMOP for work in eOffice, Ministries / Departments are requested to ensure the mandatory use of Digital Signature Certificates (DSC)/eSigns, discontinuation of physical receipts and increase in inter-ministerial file movements
6. Suitable instructions may be given to all officers in Departments / Ministries to renew their efforts.

Encl.: as above

Signed by

Narendra Kumar Meena

Date: 21-06-2023 16:17:19

Director

Tel.No.011-23401407

To

The Secretaries to the Govt. of India