



Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, J&K

Subject: Mandatory Digital Signatures on e-files in e-office.

Reference: i. DARPG O.M. No. O-16012/6/2017-ARC-DARPG (e2938) dated 21.06.2023.

ii. Handbook for e-office operations issued under endorsement No. JakeGA-Gen/68/2021 dated 16.10.2023.

Circular No. 10-JK(GAD) of 2024
Dated: 22.04.2024

The Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances & Pensions, Government of India, while reviewing the status of implementation of e-office has made it mandatory for all officers of the rank of dealing officers and above or equivalent to use Digital Signature Certificates (DSCs) or Aadhaar based e-sign/e-Hastakshar for electronically signing the e-files in the e-office system before forwarding.

To achieve the objective of adopting digital working environment, reduce dependencies on physical documents, practicing of proper security measures to ensure security in the cyber space and preventing the unauthorized access of government files in the e-office, it is imperative to have Digital Signature Certificates or Aadhaar based e-sign/e-Hastakshar for electronically signing and processing of e-office notes/proposals for approval in digital mode w.e.f. 01.06.2024.

Pursuant to the instructions of the Department of Administrative Reforms & Public Grievances, Government of India and in provision of Section 3 of the Information Technology Act, 2000, it is enjoined upon all the Administrative Departments/Head of Departments/Deputy Commissioners/Managing Directors of various PSUs/Boards/Corporations to ensure that the officers/officials of their respective departments shall use Digital Signatures (DSC) or Aadhaar based e-sign/e-Hastakshar as mode of signing notes in e-office w.e.f. 01.06.2024.

The necessary support, in this regard, shall be provided by the local e-office support team of JaKeGA and Information Technology Department. The users should also go through the implementation guidelines documents at <https://docs.eoffice.gov.in> or the handbook issued by JaKeGA vide No. JaKeGA-Gen/68/2021 dated 16.10.2023 in this regard.

Sd/-

(Sanjeev Verma) IAS,

Commissioner/Secretary to the Government.

No: GAD-SERV0GENL/49/2024-09-GAD

Dated: 22.04.2024

Copy to the:

1. All Financial Commissioners (Additional Chief Secretaries).
Director General of Police, J&K.

Shreyu
22/04/2024

3. Director General, J&K Institute of Management, Public Administration and Rural Development.
4. All Principal Secretaries to the Government.
5. Principal Secretary to Hon'ble Lieutenant Governor.
6. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Kashmir/Jammu.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. All Heads of the Department/Managing Directors.
13. All Deputy Commissioners.
14. Secretary, J&K Public Service Commission.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director Information, J&K.
17. Director Estates, Kashmir/Jammu.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Jammu/Srinagar.
20. Private Secretary to Advisor (B) to Lieutenant Governor.
21. Private Secretary to Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
23. Incharge website, GAD.
24. Circular /Stock file. *"Hindi and Urdu version order shall follow"*.


22/04/2024

(Akshay Rajan) JKAS,

Deputy Secretary to the Government.