

F.No.1/1/2022-IT  
Government of India  
Ministry of MSME

Nirman Bhawan, New Delhi  
Dated: 16.01.2024

Office Memorandum

**Subject: Digital Signature Mandate in Central Ministries/Department – MSME reg.**

As per directions from Deptt of Administrative Reforms and Public Grievances (DARPG) through email dated 08.01.2024 (copy enclosed), it is mandatory for all officers of the rank of Dealing Officers and above or equivalent to use Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles.

All Officers/Officials are requested to integrate their Aadhar details with their e-office login. Those who were not completed should contact Shri Akshit (mobile No.9990235244) for Ministry of MSME and Shri Dalchand (mobile No.8410669631/9643654145) for O/oDC(MSME) positively by 17<sup>th</sup> January,2024.

Encls: A/above.

  
( P. Palanivel )

Deputy Director General

To

1. All Officers/ Official of Ministry of MSME.
2. All Officers/ Official of O/o DC(MSME).
3. NIC (Shri Akshit ) for website of MSME.
4. Senet Division for DC(MSME) website,

**From:** "Arjun Jadaun" <t13.eoffice@nic.in>  
**To:** "P Palanivel" <ppalanivel.iss@gov.in>, "Manoj Kumar Gupta" <mkg@nic.in>  
**Cc:** "SANJEEV SHRIVASTVA" <sanjeevs.edu@nic.in>, "Manu Garg" <manugarg@nic.in>, "Varindra Seth" <seth@nic.in>, "Saroja Kumar Patro" <sk.patro@nic.in>, "S.Michael Rani" <smrani@nic.in>, "Arjun Singh Jadaun" <pm2-eoffice@nic.in>, "Kumarswamy" <t12.eoffice@nic.in>, "Akshit Kumar" <akshit.86@nic.in>  
**Sent:** Monday, January 8, 2024 5:50:43 PM  
**Subject:** Regarding Digital Signature Mandate in Central Ministries/ Departments-MSME

Dear Madam/Sir,

A meeting was held under the Chairmanship of Shri V. Srinivas, Secretary, DARPG with NIC on 2nd January, 2024 at 10.30 AM in his Office, to review the status of e-Office.

After a detailed discussion one of the decision taken was to make digital signatures mandatory for signing eFiles. This further has reference in CSMOP 2022 which prescribes that **"It is mandatory for all officers of the rank of Dealing officers and above or equivalent to use Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles"** (refer Box - e.7.1 Page - 63 of CSMOP).

In view of this it is informed that the **digital signatures will be made mandatory** for use in eFile application to sign and send notes, further the 'SEND' only option will be removed.

The department is requested to *ensure that every individual has eSign and/or DSC* service available for further use in eOffice. The necessary support for DSC/eSign registration may be provided by the local eOffice support team and NIC unit at the department.

Any request received by NIC from Ministries/Departments for exempting them for use of e-sign/DSC may be forwarded to DAR&PG for further consideration under intimation to the referral Ministry/Department.

For more details, **user and implementation guidelines document** and the download of **Digital Signer Service (for DSC)** may please visit <https://docs.eoffice.gov.in/> and click on 'DSC'. Kindly refer to the attached **manual for steps to complete e-Sign user registration** with eFile application for users who have not registered yet.

**The digital signatures for signing eFiles will be mandated on January 15, 2024 (Monday).**

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सादर/ Regards

**Gaurav Arjaria / गौरव अरजरिया**

**ईऑफिस परियोजना प्रभाग/ eOffice Project Division**

**राष्ट्रीय सूचना-विज्ञान केंद्र/ National Informatics Centre**

**इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/ Ministry of Electronics and Information Technology**