

DIRECTORATE OF ADMINISTRATION & HR  
KHADI AND VILLAGE INDUSTRIES COMMISSION  
3, IRLA ROAD, VILE PARLE (W), MUMBAI - 56

No.Adm-II/DK/2018-19/(484).

Date: 14.05.2018.

**C I R C U L A R**

**Sub: Use of DSC for approval/sanctions - reg.**


Reference is invited to the Circular of even no. dated 5.2.2018 having guidelines on use of Digital Signature Certificate (DSC) while submitting files/papers through e-office system.

As per the Govt. I.T. Act 2000, it is mandatory/compulsory to use Digital Signature, while sending the noting/e-files through e-Office system. The noting without Digital Signature (DSC) is not considered as a legal document and not applicable as an authentic evidence in court of law. Further, the same rules are also applicable in the Financial Sanction, Legal Clearance, if they are in electronic mode.

The instances have come to notice at the various levels that in the certain files/subjects approvals have been accorded without the Digital Signature (DSC).

Hence, in continuation to the aforesaid Circular dated 5.2.2018, all Directorates in Central Office and Field Offices of KVIC are therefore directed to ensure strict compliance of above guidelines scrupulously **and simultaneously get ratification of the old cases where such types of important sanction/approvals have been accorded without Digital Signature (DSC) by the Competent Authorities.**

This is issued with the approval of Competent Authority.

  
(K.S.Rao)  
Dy.CEO(Adm. & HR)

To

All Heads of Offices of KVIC in and outside Mumbai.

Copy to:-

1. Chairman's Secretariat, New Delhi & Mumbai.
2. OSD to C.E.O. Cell Mumbai & New Delhi.
3. OSD to F.A.
4. Dy.Director I/C, CVO Cell.
5. P.A. to Jt. CEO, KVIC, Mumbai.
6. P.A. to all Dy.CEO's in Central Office, Mumbai and in the Zones.
7. Director (Publicity) for publication in the ensuing issue of Jagriti and for Media, PR cell and Library for record.
8. The Asstt. Director-I/C(OL) for issuance of Hindi version of this Circular.
9. Grievances Officer, KVIC, Mumbai.
10. Public Relation Officer, KVIC, Mumbai.
11. DIT for website.
12. Information Cell (Adm.-II).
13. General Secretary, KCKU, Mumbai.