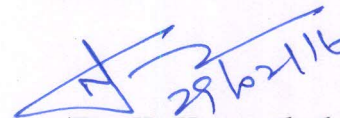


Government of NCT of Delhi
Department of Information Technology
9th Level, B-Wing, Delhi Secretariat, I.P. Estate,
New Delhi-110002

F.No. E-12/C/2015-DS (ADMIN)-SECY(IT)/1430-99 Dated: 1/3/16
CIRCULAR

Departments/Local bodies/autonomous bodies are procuring digital signature from CCA certified licensee for their employees to implement e-office in their organization. It has come to the notice that some of the employees have lost/misplaced their Digital Signature Certificate (DSC). In case of loss/misplace of digital signature certificate employees has to take following steps. :-

1. First Information Report (FIR) should be registered in nearby police station.
2. Fill up the Revocation Application form from the concerned DSC Certifying Authority. Revocation application form is available in CCA certified website (www.cca.gov.in). Same is also available in DIT website of Delhi Government. (www.it.delhi.gov.in)
3. The payment of new DSC shall be paid by the employee.


(Dr. N. Vasanthakumar)
Secretary (IT)

To,

All HoDs of Department/ Local Bodies/ autonomous Bodies