



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भिकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRM-VIII/e-Office/2/2019/1045

Date: 19 JUN 2024

To

All ACC(HQ) Zones / Director (PDNASS),
All ACC (Zones),
All RPFC Regional Offices, RPFC (ASD) Head Office,

Sub: Important - Mandate for Aadhar-based e-sign (or DSC sign) from 01.07.2024 in eFile -reg.

Madam/Sir,

Please find enclosed a circular dated 07.06.2024 regarding the mandate of Aadhar-based e-sign (or DSC sign) from 01.07.2024 in eFile as per Secretary's (DAR&PG) OM No.T-11/1/2024-ARC-DARPG (e8565) dated 15.01.2024.

In this regard, all officers/officials who are using the e-file instance of e-office are therefore requested to individually complete the following application/registration, if they have not done the same already.

- Register their e-sign for electronically sending files.
- Apply for a Digital Signature Certificate (DSC).

Yours faithfully,

Encl: MoL&E Circular dated 07.06.2024

(S K Suman)

Addl. Central P.F. Commissioner (HR)

Copy to:

- OSD to CPFC: for information please.
- PS to ACC (HQ) (HR)
- FA & CAO/Director, PDNASS/All ACC (HQ), Head Office
- Chief Vigilance Officer
- All Addl. CPFCs (Head Office)
- E-office Team for necessary assistance
- RPFC-I (IS/NDC) for uploading on website
- DD (OL) for Hindi Version

Top Priority
Reminder-I

M-16018/2/2024-IT CELL
Government of India
Ministry of Labour & Employment
IT Cell

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated 07th June, 2024

Circular

Subject: Important - Mandate for Aadhar-based e-sign (or DSC sign) from 01.07.2024 in eFile - reg.

Reference is invited to Circular of even no. dated 18.01.2024 (copy enclosed) regarding the mandate of Aadhar-based e-sign (or DSC sign) from 01.07.2024 in eFile as per Secretary's (DAR&PG) O.M. No.T-11/1/2024-ARC-DARPG (e8565) dated 15.01.2024.

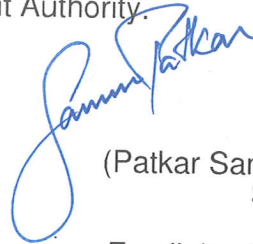
2. In this regard, all officers/officials who are using the e-File instance of e-Office are, therefore, requested to individually complete the following application/registration, if they have not done the same already.

- a. Register their **e-sign** for electronically sending files.
- b. Apply for a Digital Signature Certificate (**DSC**).

IT Cell of this Ministry may be contacted for assistance required in the aforesaid registrations.

3. This issues with the approval of Competent Authority.

Encl: As above



(Patkar Sameer Narayan)
Section Officer
Auto: 2348
Email: itcell-mole@gov.in

To,

- i. All Officers/Officials of this Ministry.
- ii. All Sections.
- iii. Notice Board/IT Cell for uploading on the e-Office portal.

Copy for information to:

- i. Sr.PPS to Secretary(L&E)
- ii. Sr.PPS to SLEA
- iii. PA to DS(AKS)
- iv. PA to US(KMK)

M-16018/2/2024-IT CELL
Government of India
Ministry of Labour & Employment
IT Cell

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated: 18/01/2024

Circular

Subject:- Mandate for Digital Signatures in eFile - reg.

Reference is invited to Department of Administrative Reforms & Public Grievances' O.M. No. O-16012/6/2017-ARC-DARPG(e2968) dated 21-06-2023 and their subsequent O.M. No.T-11/1/2024-ARC-DARPG(e8565) dated 15-01-2024 wherein they have referred to CSMOP-2022 under Chapter 7 'Guidelines on Noting', 'Box-e 7.1' titled 'Recording a note in an electronic file' which provides as under:

"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."

2. In this regard, Department of Administrative Reforms & Public Grievances have decided that NIC may give an extension of time upto 30-06-2024, before making mandatory the use of signing (either Aadhaar based e-Sign or Digi-sign) with effect from 01-07-2024 and that in the meantime, Ministries/Departments may encourage use of e-Sign (Aadhaar based) on e-Files.

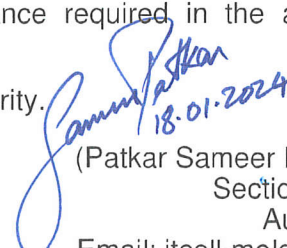
3. In view of the aforementioned decision of DAR&PG, all officers/officials who are using the e-File instance of e-Office are, therefore, requested to individually complete the following application/registration, if they have not done the same already.

(a) Register their **e-sign** for electronically signing the files. The application may be started by clicking the '**ESIGN Registration**' button available on the top right corner of the e-File home-page.

(b) Apply for a Digital Signature Certificate (**DSC**). The form for this is already available on e-Office in the '**Download Forms**' instance, the link for which is available on the e-Office home-page. The completed forms along with cross-signed photograph pasted and self-attested copies of the official ID Card and the PAN Card of the Officer/Official may be sent to IT Cell for issuing DSC.

IT Cell of this Ministry may be contacted for assistance required in the aforesaid registrations.

4. This issues with the approval of Competent Authority.

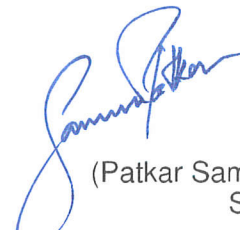

18.01.2024
(Patkar Sameer Narayan)
Section Officer
Auto: 2348
Email: itcell-mole@gov.in

To,

1. All Officers/Officials of this Ministry.
2. All Sections.
3. Notice Board/IT Cell for uploading on the e-Office portal.

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