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File No.-1-6/2019/U-II (eOffice)

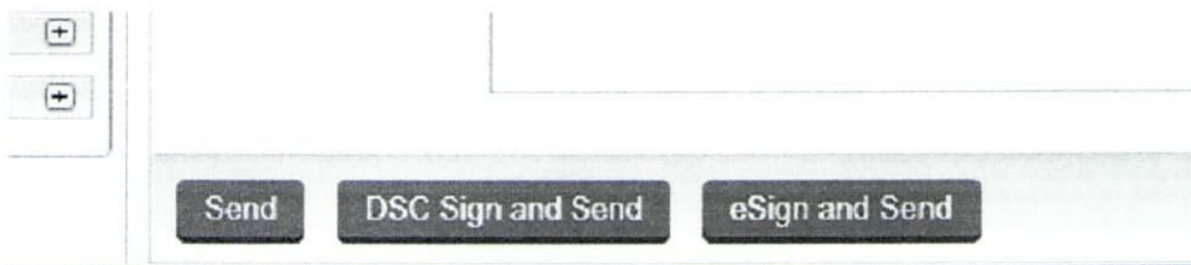
Dated:14.08.2020

CIRCULAR

Sub: Digital Signature on eFile/ Notesheet in eOffice-reg.


Consequent upon implementation of eOffice at ICAR-IVRI, it has been observed that eFiles/eNotesheets are being sent to the Competent Authority without Digital Signature/eSign.

It is again reminded that there are 3 options of sending the files available in eOffice, viz. "Send", "DSC Sign & Send" and/or "eSign & Send" and while sending file for approval/sanction/financial vetting/auditing, only "DSC Sign & Send" and/or "eSign & Send" is to be used.



It is informed that eSigning/DSC Signing of documents is mandatory in eOffice in compliance to eOffice Manual as well as Information Technology Act, 2000 to ensure the legal validity of the documents.

These issues in compliance to eOffice Manual


(Vishwadeep)
Asstt. Adm. Officer (eOffice)

Circulation:

1. PS to the Director, ICAR-IVRI, for necessary information.
2. All JDs/HDs/Incharges for necessary information.
3. All Scientific/Administrative/Technical staff for necessary information.
4. Incharge, ARIS Cell, with the request to kindly upload the circular on institute website and circulation via ICAR email.
5. Nodal Officer (eOffice), for uploading on eOffice notice board.