

Government of NCT of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi-110002.

No. F 6(48)/RTI/2011/Tech/9404.

Dated: 19/12/2011

To

All Pr.Secretaries/Secretaries/
Head of Departments of
Govt of NCT of Delhi/Corporations/Autonomous Bodies

Sub: **Implementation of e-procurement system of NIC in Govt of NCT of Delhi.**

Sir/Madam,

This is regarding **requirement of documents** for obtaining **Digital Signatures** for NIC e-procurement system being implemented in Government of NCT of Delhi.

2. The following are the documents required for issuance of Digital Signatures by NIC to departmental officers:-

- (i) Application Form-**Annexure-I**, duly signed by HOD.
- (ii) Demand Draft of **Rs.555/-** in favour of Accounts Officer, NIC, Delhi.
- (iii) Copy of self-attested ID proof.
- (iv) E-Mail ID: Valid e-mail ID of **concerned officer** to whom the Digital Signature is to be issued.

3. Departmental officers are requested to deposit the above said documents at **Help Desk**, Room No.129, Level-1, Delhi Secretariat, New Delhi.

4. NIC requires one week's time to provide the Digital Signature to the concerned officer after receipt of completed documents from the concerned Departments.

5. This is for kind information and necessary action please.

Yours faithfully,



(Deepak Virmani)
Additional Secretary (IT)

Encl:-As above.

No.

Dated:-

Copy for kind information to:-

- 1) PS to Chief Secretary, Delhi.
- 2) PS to Pr.Secretary to Hon'ble Chief Minister, Delhi.
- 3) PS to Secretary (IT), GNCTD.



(Deepak Virmani)
Additional Secretary (IT)