

ORDER

Subject: **Creation of Digital Signature Certificate Dongle of the Officers / Officials of the department for the use of Eoffice.**
Reference to the subject cited above

2- As per the Govt. of Haryana letter no. IT Cell/CS office/2019 dated 23.10.2019, implementation of E-office is mandatory in all govt. Departments of Haryana state. In this regard, Worthy Commandant General has ordered to create the Digital Signature Certificate (DSC) for using in E-office work in routine office work. Therefore, all officers at SHQ and District Commandant & Company Commander of all field offices need to visit SHQ to complete the formalities required there in. In this process a videography to verify the identity of the Officers/official would be done and in this process original Government ID and PAN card are required to be carried by the all concerned officer/officials. To complete the work, a schedule is made which will be as follows:-

State Head Quarter:-

S.No.	Name of the officer/officials	Date of visit in IT Cell
1.	Sh.S.K.Jain, A.D.G.P	01.10.2021 to 07.10.2021
2.	Sh.Hemant Kalson,I.G P	
3.	Sh.D.K.Bhardwaj D.I.G.P	
4.	Sh. Ashok Sheoran, S.P	
5.	Sh.Sanjiv Kumar, S.S.O	
6.	Sh. Arun Kumar,M.O	
7.	Sh. Sandeep Pal, Dy.Suptt.	

District offices:-

S.No.	Name of the District	Date of visit in IT Cell
1	C.T.I, Panchkula, Ambala, Yamunanagar, Kurukshetra, Karnal, Kaithal	08.10.2021 to 14.10.2021
2	Panipat, Sonipat, Jind, Rohtak, Jhajjar, Dadri	15.10.2021 to 20.10.2021
3	Sirsa, Hisar, Fatehabad, Bhiwani, Narnaul	21.10.2021 to 26.10.2021
4	Faridabad, Palwal, Gurugram, Nuh, Rewari	27.10.2021 to 03.11.2021

Sd -
Commandant General Home Guards &
Director Civil Defence Haryana, Chandigarh

Dated: 30/9/2021

Endst No. CG21/IT/ 9176-204

A copy is forwarded to the following for information and necessary action:-

1. PA to CG State Head Quarter
2. Steno to ADGP State Head Quarter
3. Steno to DIG State Head Quarter
4. Commandant Combined Training Institute Panchkula
5. Junior Staff officer SHQ
6. Deputy Superintendent SHQ
7. All District Commandant Home Guards Haryana.
8. Deputy Controller/Controller Civil Defence Haryana

A → 30/9/21
For: Commandant General Home Guards &
Director Civil Defence Haryana, Chandigarh