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**No. 4/1/2015-MC**
**Government of Haryana**
**Monitoring & Coordination Cell**

PG&... ⟨⟩76
Rec... 06/7/15
Date......

Haryana Civil Secretariat
Dated, Chandigarh, the 2nd July, 2015

To

1.  All the Administrative Secretaries to Government of Haryana
2.  All the Heads of the Departments.

*DGF;*
*3-7-15*
*PD(Adm)* (handwritten)

Subject:-    **Opening of Digital Lockers on Govt. of India Cloud for all the Govt. employees.**

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As you are aware that Govt. of India is emphasizing on making India a digitally empowered economy by implementing highly ambitiously programme of "Digital India" to be launched by Hon'ble Prime Minister of India on 1st July, 2015. In this regard, a workshop under the Chairmanship of Chief Secretary has already been held on 21.05.2015 where a live demonstration of Digital Locker System was arranged.

As a follow up to the above workshop and preparation to the launch of Digital India Programme on 1st July, 2015 , it is envisaged that Digital Locker for all employees under your control who have Aadhar numbers be opened. The process of account creation and its usage is attached herewith. These accounts are to be opened by the individual employees **within a week.**

It is, therefore, requested that all employees of the Department under your administrative control be directed to open their respective Digital Locker accounts at htts://digitallocker.gov.in/. This activity can be carried by individual employee who have access to internet.

Yours faithfully,

**Under Secretary**
**Monitoring & Coordination**
**for Principal Secretary to Govt. Haryana**
**Coordination Department**

## How to Access DigiLocker

**DigiLocker** which is the national Digital Locker System launched by Govt. of India can be accessed at **https://digitallocker.gov.in/**

To Access DigiLooker you need to have an Aadhaar number and a mobile number registered with Aadhaar or through biometric authentication (either of the methods can be used). Pleased follow the following two step process:

1. Click on signup button, enter your 12 digit Aadhaar number an OTP (One Time Password) will be sent by UIDAI to the mobile number registered with your Aadhaar.

2. Enter the OTP and click on 'Use OTP' button. Once the OTP is validated, it will ask for userid to be created as well as the password. The sign up and login is complete and digital locker is created.

## Benefits For Indvidual

i. Digital Locker of each resident is linked to their Aadhaar number

ii. 10MB of free space in the locker to securely store resident documents and store links (URI) of Govt. department or agency issued e-documents. The storage space allocation will be increased to 1GB in subsequent release.

iii. eSign online service to digitally sign the documents online without using dongle. For details please refer to the e-Sign brochure available on the portal.

iv. Sharing of e-documents online with any registered requester agency or department

v. Download eAadhaar .

vi. List of issuers which have issued e-documents to residents and list of requesters which have accessed resident's documents.

**Following type of Certificates can be uploaded (not be more than 1MB in size in pdf, jpg, jpeg, png, bmp and gif format) .**

1. SSC Certificate
2. HSC Certificate
3. Degree Certificate
4. RSBY Card
5. Govt ID Card
6. PAN Card
7. Voter ID Card
8. Passport
9. Driver's Licence
10. Ration Card
11. Property Tax Receipt
12. Residence Certificate

Government of Haryana/हरियाणा सरकार

# Directorate of Food and Supplies
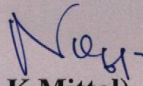### खाद्य एवं पूर्ति निदेशालय

**MOST URGENT**
**DATE & TIME BOUND**

**Subject:** **Regarding Opening of Digital Lockers on Govt. of India Cloud for all the Government Employee.**

Will all the Branch Officers/Branch In-charge draw their kind attention to Monitoring and Coordination Cell, Haryana Government vide office Letter No. 4/1/2015-MC dated 02$^{nd}$ July 2015 (copy attached) on subject cited above?

You are requested to open Digital Lockers Account at **htts://digitallocker.gov.in** within a week positively. Branch Officers/Branch In-Charge should submit the Certificate (as annexed "A") of all subordinate staff regarding Opening of Digital Locker Account.

**Ensure strict compliance of above orders.**

**(N.K Mittal)**
Deputy Director (Admin)-cum-T.N.O
for Director General Food & Supplies, Hry

To

1  All the Branch Officers/Branch Incharges at H.Q.

U.O.No. C.O-IT.Cell-2015/ *1374*                    Dated 06-07-2015

**CC:-**
2  PS/ACSF&S for information of Ld. ACSF&S
3  PS/DGFS for information of Worthy DGFS

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Government of Haryana/हरियाणा सरकार
# Directorate of Food and Supplies
खाद्य एवं पूर्ति निदेशालय

(Anexure'A')

## CERTIFICATE

It is certified that Employee working in _____Branch of Food and Supplies Department, Hqrs have success fully open the Digital Locker Account by using **htts://digitallocker.gov.in.**

List of Employee of Branch is as under:

| Sr. No | Name of Officers/Officials | Designation | Digital Locker Account Open | |
|---|---|---|---|---|
| | | | Yes | No |
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Signature       : _____

Branch Officers  : _____