



**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT.-ESTT.) DEPARTMENT
DISPUR ::: GUWAHATI-6.**

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, gad.assam.gov.in

eCF No.524563/18
2024

Dated Dispur, the ~~12th September~~ ^{18th September}, 2024

OFFICE ORDER

In order to ensure smooth, efficient, and time-saving operation of the eOffice application, all concerned officers and staff of the Assam Secretariat are hereby directed to enroll for new Digital Signature Certificates (DSCs) within the stipulated timeline. In this regard, the following instructions must be adhered to:

- **Enrollment Deadline:** All concerned officials/eoffice users must complete the DSC enrollment process by 30.09.2024.
- **Officials Required to Enroll:**
 - i) All eoffice users who do not currently have a DSC.
 - ii) All officials whose DSC validity has already expired.
 - iii) All officials whose DSC validity will expire on or before January 2025.
 - iv) All officials currently using Class II DSCs.
- **Pre-enrollment Requirement:** All officials are required to fill up the Google form at the following link before coming for enrollment. During the enrollment process, they must carry their PAN Card and Office ID (both in original):
 - o https://docs.google.com/forms/d/e/1FAIpQLSecBU8rwd0k-oyyqwWAT-tQgvbYzIP7GnQpf7Bcugm6JOCLbZQ/viewform?usp=sf_link

It is imperative that all concerned officials complete this process to avoid any disruption in the functioning of the eOffice application.

*****For any further queries, the concerned officials may contact the eOffice Team at A-Block, Ground Floor, Janata Bhawan*****

Signed by

Bubul Lekharu
Joint Secretary to the Govt. of Assam,
General Administration Department
Date: 18-09-2024 10:58:27

Memo ECF No. 524563/18-A
2024

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Copy for information and necessary action to:

1. The Secretary Co-ordination to Chief Secretary, Assam, J Block, Lok Sewa Bhawan, Janata Bhawan, Dispur, Guwahati-781006.
2. The P.S. to All the Senior Most Secretaries to the Govt. of Assam, Janata Bhawan, Dispur,
3. Guwahati-06.
4. The P.S. to Commissioner & Secretary to the Govt. of Assam, GA Department, Janata Bhawan,
5. Dispur, Guwahati-06.
6. The e-Office Nodal Officers, All Departments.
7. Content Manager, G.A. (Sectt.-Estt.) Department.
8. E-Office Team, GAD.

By order etc,
(e-Signed)

Joint Secretary to the Govt. of Assam,
General Administration Department