



**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.524563/17

Dated Dispur, the 12<sup>th</sup> Sept., 2024

**Standard Operating Procedure for All State Government Officers/Staffs Users regarding usage of DSC (Self Procured DSCs)**

All users who have obtained DSCs directly from vendors are required to submit the vendor details to the eOffice Support Team, General Administration Department. This is necessary to ensure that DSC certificates are regularly updated in the application system and to prevent any operational issues for users.

For self-procured DSCs, all procedures outlined in the SOP for DSCs issued by the General Administration Department vide ECF No.524563/14 dated 07.09.2024, will remain applicable except for the requirement to submit the DSCs. Self-procured DSCs do not need to be submitted to the General Administration Department.

Signed by

M S Manivannan

Date: 12-09-2024 14:53:57

Commissioner & Secretary to the Govt. of Assam,  
General Administration Department

Memo ECF No. 524563/17-A

Dated Dispur, the 12<sup>th</sup> Sept., 2024

Copy for information and necessary action to:

1. The P.P.S. to Hon'ble Chief Minister, Assam, J Block, Lok Sewa Bhawan, Janata Bhawan, Dispur, Guwahati-781006.
2. The Secretary Co-ordination to Chief Secretary, Assam J Block, Lok Sewa Bhawan, Janata Bhawan, Dispur, Guwahati-781006.
3. The P.S. to All the Senior Most Secretaries to the Govt. of Assam, Janata Bhawan, Dispur, Guwahati-06.
4. The P.S. to Commissioner & Secretary to the Govt. of Assam, GA Department, Janata Bhawan, Dispur, Guwahati-06.
5. e-Office Nodal Officers, All Departments.
6. E-Office Team, GAD.

By order etc,

Signed by

Bubul Lekharu

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

Date: 12-09-2024 15:44:15