

MOST URGENT/DATE BOUND

From

The Labour Commissioner,
Labour Department, Haryana,
30-Bays Building, First Floor, Sector 17-B, Chandigarh.

To

All 9 Presiding Officers-cum-DDOs,
all Industrial Labour Courts,
**Ambala, Gurgaon (I,II), Faridabad (I, II, III),
Hisar, Panipat and Rohtak.**

Memo No.LC/HQ/Accounts/2017/ 28306-15
Dated : 29/9/17

Subject : Digitization of Vouchers.

Sir/Madam,

Reference on the subject captioned above.

Please find enclosed herewith copy of instructions No.28/22/2017-5B&C dated 19.09.2017 addressed to all Head of Departments by Finance Department regarding the subject captioned above. In short, it has been informed that the State Government has successfully implemented Digitization of Vouchers for the DDOs of Chandigarh w.e.f. 1.5.2017 and with the approval of Comptroller and Auditor General of India (CAG), the State Govt. has decided to make Digitization of Vouchers mandatory in entire State of Haryana w.e.f. 2nd November, 2017. It has further been requested to procure Digital Signatures (dongle/e-token) which would be provided by Bit4id Company for all the DDOs of the department. This activity is required to be completed by 10.10.2017. Following documents are also attached:-

- i) Blank Digital Signature Subscription Form.
- ii) Sample of complete form to avoid error.
- iii) Document indicating procedure to use DSC.

Being DDO, it is requested to fill up the enclosed Digital Signature Subscription Form and arrange to send in original to HQ through speed post before 6th October, 2017 so that supply order can be placed to HARTRON for procuring Digital Signature Certificate (DSC)/(dongle/e-token) well in time.

Yours faithfully,
[Signature]
29/9/17

DA : As above.

Accounts Officer
for Labour Commissioner, Haryana
Ph.No.0172-2702860 (off)