



From

The Labour Commissioner, Haryana
30 Bays Building, Sector-17,
Chandigarh

To

1. Deputy Director, (IS&H) Gurgaon O/o Addl. Labour Commissioner, (NCR) Gurgaon
2. Dy. Director (IS&H), Ambala, Panipat, Faridabad, Gurgaon-I and Hisar
3. Dy. Director, (IH) Faridabad and Gurgaon.
4. Deputy Labour Commissioner, Panipat, Panchkula, Faridabad, Gurgaon-I & II, Hisar & Rohtak
5. Assistant Director, (IS&H), Yamunanagar-I, Kurukshetra, Karnal, Rewari, Sonapat-I, Rohtak, Bhiwani & Sirsa
6. Assistant Director, (IH & CS), Panipat, Hisar, Gurgaon, Faridabad, Ambala
7. Assistant Labour Commissioner, Ambala, Yamunanagar-I, Kurukshetra, Karnal, Rewari, Sonapat-I, Bahadurgarh, Bhiwani, Sirsa, Palwal, Kaithal, Jind and Mewat at Nuh.

No: Caretaker/2017/ 30626-68

Dated: 26-10-17

Subject:- Regarding Digitization of Vouchers

Kindly refer to Finance Department letter no. 28/22/2017-5B&C dated 19.9.2017 on the subject noted above?

2. In this regard, the state government has decided to make Digitization of voucher mandatory in entire state of Haryana and All DDO of District Treasury offices will use digitization of vouchers w.e.f. 2.11.2017
3. You are requested to send original Digital Signature Subscription Form (attached), duly filled in all respects, to Head Office with in three days positively, so that supply order to be send by centralized location (HQ) to Hartron for procuring Digital Signatures (dongle/e-token) for each DDOs to start the system timely.
4. The instruction in this regard can be downloaded from the Finance Department website www.finhry.gov.in

Accounts Officer
For Labour Commissioner, Haryana

Enclosed :

1. F.D. instruction copy
2. Blank Subscription form
3. Sample Subscription form

Endst No.

Dated:

1. Dy. Suptd. (Accounts and Budget) for put up report on the basis of form received from field office to procure Digital Dongle from Hartron.

Sd.
Accounts Officer
Labour Deptt. Hr. Chd

From

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. Commissioner, Ambala, Hisar, Rohtak, Karnal, Faridabad and Gurugram Divisions.
4. All the Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

Memo No: 28/22/2017-5B&C

Dated, Chandigarh the 19th September, 2017

Subject: - Regarding Digitization of Vouchers.

Kindly refer to the Finance Department letter number 28/22/2017-5B&C dated 19.04.2017 on the subject cited above?

2. The State Government has successfully implemented Digitization of Vouchers for all the Drawing and Disbursing Officers (DDOs) of Chandigarh Treasury w.e.f. 01.05.2017. Now with the approval of Comptroller and Auditor General of India (CAG) to switch over from manual to Digitized Voucher (e-Voucher), the State Government has decided to make Digitization of Voucher mandatory in entire State of Haryana.

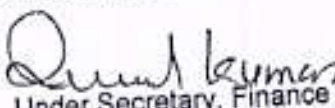
3. This exercise will be completed in two phases:-

- (i) All DDOs of District Treasury Offices w.e.f. 02.11.2017
- (ii) All DDOs of Sub-Treasury Offices w.e.f. 01.12.2017.

4. As per the rate contract available with HARTRON, it is requested to procure Digital Signature (dongle/e-token, which is provided by Bit4id Company) for all DDOs of your Department (except Chandigarh Treasury) along with Digital Signature Subscription Form. Copy of Rate Contract and Digital Signature Subscription Form is also enclosed herewith.

5. This activity is to be completed by 10.10.2017 so that Implementation of Digitization of Vouchers in all District Treasury Offices (except Chandigarh Treasury) can be started w.e.f. 02.11.2017 positively and in all Sub-Treasury Offices w.e.f. 01.12.2017.

6. These instructions may kindly be brought to the notice of all concerned in your Department for strict compliance. These instructions can be downloaded from the Finance Department website www.finhry.gov.in.


Under Secretary, Finance (Budget)
for Additional Chief Secretary to Government Haryana,
Finance Department.

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sify infocrypt.

Class of Certificate: Class 2 ☒ A Individual ☐ 1 Year ☐ Signing ☒
Class 0 ☐ B With Org. Name ☒ 2 Years ☒ Encryption ☒ Request ID: _____

[illegible]

Designation: MARKETING EXECUTIVE
 Organisation Name * If Applicable: NATIONAL INFORMATICS
 (For ORG DSC)

Address : Residential address in case of Individual or Organisation address in case of DSC with Org. Name

Door/Building Name * : 2nd Floor District

Road/ Street/ Post Office * : HISAR

Town/ City/ District * : HISAR

State/ Union Territory * : HARYANA

Country * : INDIA

Pin Code * : 125001



* Use Ballpen only including Signature

* Ensure the Handwritten Description, Address and

Mobile Number* (of Applicant) : 8929632582
Email id* (in BLOCK LETTERS) : Kurshant.g@gmail.com

Section 2: Identity Proof Details	
Identity Proof* Identity Proof Name (eg. Pan Card, DL, Passport, etc.) Identity Proof Number	Address Proof* Address Proof Name (eg. Passport, DL, Land Title, etc.)
Govt. ID Card 1234567890	Govt. ID Card 1234567890

Note: Subscriber's signature should appear on the Photo ID Proof. For other documents see reverse.

Section 3 : Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (<https://www.safescript.com/policies.pdf>) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC, each person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Signature of the Subscriber*  Signature of DSC Applicant 

Date*: 08.05.2017 Place: HSR

Section 4 : Authorisation (only for ORG D5C)

I, NISHANT KUMAR, acknowledge by my signature, that the Subscriber Information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Online portal and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Name of Authorizing Personnel

Signature & Organisation Seal

For office use only

Attestation By Sily Authorized LBA/Partner* (For Class 3 DSC Only)

I hereby declare that the subscriber has personally appeared on video and also submitted the

attested document copies: _____

Signature and Seal *		SPY RA	
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[illegible]

Note: Safescript at its discretion will make a telephone call to verify the details of the Subscriber.

SalesSoft EA Services brought to you by SA Technology | 11000 7th Street, Suite 200 | San Diego, CA 92121 | Tel: 619.444.1100 | Fax: 619.444.1101 | www.salessoft.com

Associate's Name _____ Mobile No _____ Email ID _____

If you are filling Pan Card Number in Form, then Copy of "PAN CARD OF APPLICANT" Is Mandatory & should be stamped & signed by the Authorizing Personnel.

LABOUR DEPARTMENT HARYANA

LIST OF DDOs

1	0701001413-ALC AMB,ALC AMB
2	0701001401-Deputy Director,DD ISH AMB
3	0701001411-PO AMB,PO AMB
4	0701001454-ADIHCS,ADIHCS Amb
5	0702001413-ALC Bhiwani,ALC
6	0702001412-ADISH BHW,ADISH BHW
7	0703001403-AOLC,Accounts Officer — H18
8	0705001425-POFBD III,POFBD III
9	0705001403-Deputy Labour Commissionr,DLC FBD
10	0705001419-DDIH FBD,DDIH FBD
11	0705001410-DDISH FBD,DDISH FBD
12	0705001408-POFBD I,POFBD I
13	0705001422-POFBD II,POFBD II
14	0705002322-ADIHC Fbd,ADIHC Fbd
15	0705041412-ALC PLW,ALC PLW
16	0707001411-POGGN I,POGGN I
17	0707001428-POGGN II,POGGN II
18	0707001423-DDISH GGN I,DDISH GGN I
19	0707001424-DDIH GGN,DDIH GGN
20	0707001403-DLC GGN I,DLC GGN I
21	0707001425-Deputy Director ISH Ggn,DDISH Gurgaon
22	0707001422-ADIHCS GGN,ADIHCS GGN
23	0707001404-RAJENDER KUMAR SAINI,DY LABOUR COMMISSIONER II
24	0708001421-ADIHCS Hsr,ADIHCS Hsr
25	0708001418-DLC HSR,DLC HSR
26	0708001420-Sunil Kumar,DDISH HSR
27	0708001411-POHSR,POHSR
28	0709041412-ADISH,Assistant Director ISH Yamuna Nagar
29	0709041413-ALC,ALC Yamuna Nagar
30	0710031413-ALC Jhajjar at B Garh,Assistant Labour Commissioner
31	0711001420-ALC JIND,ALC Jind
32	0712001403-ALC KKR,Labour Officer cum Conciliation officer, Kurukshet
33	0712001413-Hardeep Chaudhary,Asst. Director Industrial Safety & Health, Kuruks
34	0713001416-ADISH KNL,ADISH KNL
35	0713001407-ALC,ALC Karnal
36	0714001422-DDO Kathal,AL C Kathal
37	0716001407-DLC PKL,DLC PKL
38	0717001407-DLC PPT,DLC PPT
39	0717001417-POPPT,POPPT
40	0717001418-DDISH PPT,DDISH PPT
41	0717001422-ADIHCS PPT,ADIHCS PPT
42	0717001792-ADDL DC PPT,ADDL DC PPT X
43	0718001412-ADISH RTK,ADISH RTK
44	0718001411-PORTK,PORTK
45	0718001420-DLC RTK,DLC RTK
46	0719001422-ADISH RWR,ADISH RWR
47	0719001413-ALC RWR,Assst Labour Commissioner Rwr
48	0720001413-ALC SNP I,ALC CIR1 SNP
49	0720001412-ADISH,ADISH SNP
50	0721001418-ADISH SRS,ADISH SRS
51	0721001416-manish kumar,assistant labour commissioner
52	0722001413-ALC,Assistant Labour Commissioner Nuh