

Government of N.C.T of Delhi  
Department of Information Technology  
9<sup>th</sup> Level, 'B' Wing, Delhi Secretariat, I.P. Estate, New Delhi.

F.No. F6(39)IT/9-11/Del. 2572-78

Date: 8.5.2012


**CIRCULAR**

**Sub: Guidelines for Departments for Renewal of Digital Signature Certificates of Department Users.**

The Digital signature Certificates (DSC) issued by NIC Certifying Authority Division is for specific period. The Department users are not allowed to float any NEW Tenders (One Month prior to expiry date of their DSC) on the e-procurement site. However other tender related activity like Bid opening of tenders, Financial and Technical evaluation can be done till expiry date of the DSC.

The following instruction may be noted to all Deptts/Undertakings of Delhi Govt. which are using the NIC e-procurement system for renewal of Digital Signature Certificates:

1. Initiate the process of renewal of Digital Signature Certificate well before the expiry of certificates to avoid any problem in floating new tenders (pls ensure there is no Tender pending for Technical & Financial Bid Opening with this DSC).
2. Performa for Renewal of Digital Signature Certificate is to be filled by the department user (Annexure-I).
3. Digital Signature Request form from NIC Certifying Authority Site is to be filled by the department user (Annexure-II). The same can be downloaded from the site: <http://nicca.nic.in>
4. Renewal Processing Charge: Nil (for Government employee) and Rs. 200/- (for OSUs & Autonomous/ Statutory Bodies).
5. Mode of Payment of Renewal Charge (for OSUs & Autonomous/ Statutory Bodies): Demand Draft/RBI Cheque in favour of "Accounts Officer, NIC Delhi" payable at New Delhi.
6. The filled up forms (Annexure-I, Annexure-II) along with relevant documents [Self attested Id-Proof, Renewal Charges instrument (if applicable) and One Set of Photocopy of all documents] may be submitted to e-procurement Help Desk, Room No.129, Level-1 (Opposite Syndicate Bank), Delhi Secretariat, IP Estate New Delhi.
7. The DSC Card/e-Token should also be made available along with the above documents to generate online renewal request for new DSC Certificates.

  
(Vivek Mittal)  
Deputy Secretary (IT)


To,  
All Pr. Secretaries/Secretaries/ Heads of  
Departments/Local Bodies of Govt. of  
NCT of Delhi.

F.No.

Date

Copy for information to:

3. PS to Chief Secretary Delhi.
4. PS to Pr. Secretary to Hon'ble Chief Minister, Delhi.

  
(Vivek Mittal)  
Deputy Secretary (IT)