

Circular

**Subject:- Opening of Digital Lockers on Govt. of India Cloud for  
all the Govt. employees.**

All the supervisors of respective branches of the office are requested to direct their subordinates to submit the documents as mentioned in the enclosed letter in Room No.08 for opening the Digital Lockers.

Baldev Raj Mahajan  
Advocate General, Haryana.

Endst No. 3355063

Dated:- 14/7/15

A copy each is forwarded to the following for information and necessary action:-

1. Administrative Officer
2. P.S to Advocate General General
3. Supdt Misc. Branch
4. Deputy Supdt. Criminal-I Branch
5. Deputy. Supdt. Criminal-II/List Branch
6. Deputy Supdt. Account Branch
7. Deputy. Supdt. Civil Filing-I
8. Supdt. Civil Filing-II
9. Deputy Supdt. Current Writ Branch
10. Supdt. Old Writ Branch/Record Branch
11. Supdt. Establishment Br/Stationery Branch
12. Incharge Steno Branch
13. Incharge Library
14. Jamadar

Σ1417  
Administrative officer  
e/c For Advocate General, Haryana

Kumar

**URGENT/  
TIME BOUND**

*Advocate General*

**No. 4/1/2015-MC  
Government of Haryana  
Monitoring & Coordination Cell**

Haryana Civil Secretariat  
Dated, Chandigarh, the 2<sup>nd</sup> July, 2015

To

1. All the Administrative Secretaries to Government of Haryana
2. All the Heads of the Departments.

**Subject:- Opening of Digital Lockers on Govt. of India Cloud for all the Govt. employees.**

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As you are aware that Govt. of India is emphasizing on making India a digitally empowered economy by implementing highly ambitiously programme of "Digital India" to be launched by Hon'ble Prime Minister of India on 1<sup>st</sup> July, 2015. In this regard, a workshop under the Chairmanship of Chief Secretary has already been held on 21.05.2015 where a live demonstration of Digital Locker System was arranged.

As a follow up to the above workshop and preparation to the launch of Digital India Programme on 1<sup>st</sup> July, 2015, it is envisaged that Digital Locker for all employees under your control who have Aadhar numbers be opened. The process of account creation and its usage is attached herewith. These accounts are to be opened by the individual employees **within a week.**

It is, therefore, requested that all employees of the Department under your administrative control be directed to open their respective Digital Locker accounts at <https://digitallocker.gov.in/>. This activity can be carried by individual employee who have access to internet.

Yours faithfully,

*RK Shan*

**Under Secretary  
Monitoring & Coordination  
for Principal Secretary to Govt. Haryana  
Coordination Department**



How to use Digital Locker  
(<https://digitallocker.gov.in/>)

**How to Access DigiLocker**

DigiLocker which is the national Digital Locker System launched by Govt. of India can be accessed at <https://digitallocker.gov.in/>

To Access DigiLocker you need to have an Aadhaar number and a mobile number registered with Aadhaar or through biometric authentication (either of the methods can be used). Please follow the following two step process:

1. Click on signup button, enter your 12 digit Aadhaar number and an OTP (One Time Password) will be sent by UIDAI to the mobile number registered with your Aadhaar.
2. Enter the OTP and click on 'Use OTP' button. Once the OTP is validated, it will ask for user id to be created as well as the password. The sign up and login is complete and digital locker is created.

**Benefits For Individual**

- i. Digital Locker of each resident is linked to their Aadhaar number
- ii. 10MB of free space in the locker to securely store resident documents and store links (URI) of Govt. department or agency issued e-documents. The storage space allocation will be increased to 1GB in subsequent release.
- iii. eSign online service to digitally sign the documents online without using dongle. For details please refer to the e-Sign brochure available on the portal.
- iv. Sharing of e-documents online with any registered requester agency or department
- v. Download eAadhaar.
- vi. List of issuers which have issued e-documents to residents and list of requesters which have accessed resident's documents.

Following type of Certificates can be uploaded (not be more than 1MB in size in pdf, jpg, jpeg, png, bmp and gif format).

1. SSC Certificate
2. HSC Certificate
3. Degree Certificate
4. RSBY Card
5. Govt ID Card
6. PAN Card
7. Voter ID Card
8. Passport
9. Driver's Licence
10. Ration Card
11. Property Tax Receipt
12. Residence Certificate

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