

**India Trade Promotion Organisation  
(I.T. Services Division)**

**Bharat Mandapam, New Delhi  
12<sup>th</sup> September 2024**

**Office Order No. 793/2024**

**Subject: Procurement of Digital Signatures Certificates(DSCs)-reg.**

Currently, the IT Division does not have an agency on panel for the procurement of DSCs. Therefore, with the approval of the competent authority it has been decided that:

1. Concerned officers or staff members may renew or obtain their digital signatures from any external vendor with the prior approval of the Head of Department (HOD) of their respective division.
2. The cost incurred for the procurement or renewal of DSCs will be reimbursed by the office upon submission of the necessary documentation, including proof of payment.

All officers are requested to comply with the above instructions and to ensure the timely renewal or procurement of their digital signatures.

For any queries or further clarification, please contact the IT Division.



(Ravi Prakash Pareek)  
Deputy General Manager

To

All concerned.

Copy to:

- PA to ED
- PSO to CMD