

कयर बोर्ड / COIR BOARD  
भारत सरकार / Government of India  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय / Ministry of MSME,  
एम. जी. रोड, कोच्ची / M.G. Road, Kochi – 682016.

No : I-11011(11)/3/2020-ERS

Date : 07/12/2020

CIRCULAR

As a part of implementation of e-office, all e-files has to be digitally signed. In this regard all officials of Coir Board those who are not having digital signature are requested to procure digital signature. Digital signature should be a Class 3 with 1/2/3 year validity (Those who are retiring within a year can opt for 1 year validity, within 2 year can procure 2 years validity), It can also be used for making tenders in CPP portal. The office incharges of sub offices are requested to enquire with the nearby Digital Signature issuing authority, collect the application forms and carry out further proceedings. The expenditure may be met from the Temporary Advance and the certified bill after entering into the stock register may be forwarded to DD(TC & ER) for recoupment. Action should be completed (from the procurement to release the payment) before March 2021.

Deputy Director (TC & ER)

To

1. All Senior Officers and Branch Officers at H.Q.
2. All Sections in H.Q.
3. All Sub Offices/Showrooms of Coir Board
4. Website
5. E-office Notice Board

Note : As per the office Order Nos.10 dated 11-07-2019 issued from File No.A-59/20/2019-ADM(Establishment) and 12 dated 29-07-2020 issued from File No.A-59/178/2018/Adm(Establishment) some officials have procured Digital signature, they are not required to procure it again. It may also be noted that Smt. K Premalatha, Deputy Director (TC & ER) is authorized to sign the application form.