



GOVERNMENT OF KERALA

Abstract

Electronics & Information Technology Department - Implementation of DigiLocker system in Government Departments, PSUs, Autonomous bodies, institutions and Universities - sanctioned - Orders issued.

ELECTRONICS & INFORMATION TECHNOLOGY (B) DEPARTMENT

G.O.(P).No.6 /2018/ITD

Dated, Thiruvananthapuram, 11/09/2018

Read:- 1. Government of India notification No.G.S.R.711(E) dated 21.07.2016
2 Government of India notification No.G.S.R.111(E) dated 08.02.2017 (amendment)
3 Minutes of the meeting of Apex Committee on e-Governance held on 04.11.2017
4 Letter No. NeGD/P&CEO/01/2018 dated 22/01/2018 from the P&C.E.O.
NeGD
5 Letter No. KSITM/UID/2018/2002 dated 28/02/2018 from the Director,
Kerala State IT Mission.

ORDER

DigiLocker is a key initiative under Digital India Programme, implemented by Ministry of Electronics and Information Technology, Government of India. DigiLocker is a vital cog in enabling Digital India's visions of providing the citizens with a shareable private space on a public cloud and making all documents/certificates available on this cloud. For Government departments, it reduces the administrative overheads by minimizing the use of paper and makes it easier to validate the authenticity of documents as they are issued directly by the registered issuers.

2. DigiLocker is a platform to access the documents and certificates issued by an authority and verify the same in a digital way, thus eliminating the use of physical documents. Departments / Organizations that get registered with DigiLocker can push electronic copies of documents and certificates issued by them (eg. driving license, voter ID, certificates issued by educational institutions, university degrees, ration card, certificates issued by Revenue department etc.) directly into citizen's DigiLocker account. The thrust of DigiLocker is to promote the vision of paperless governance, thus enabling any citizen to produce requisite documents anytime, anywhere in legally acceptable electronic form. This enables citizens to seamlessly share certificates/documents in various electronic applications without carrying physical copies.

3. Government of India vide notification read as first paper above, constituted the DigiLocker Authority and framed rules for preservation and retention of information by intermediaries such as Government departments and agencies for providing DigiLocker facilities.

4. Subsequently an amendment to the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker facilities) Rules, 2016 was issued vide notification read as 2nd above. As per Rule 9A of the notification, the documents issued/pushed by various departments/organizations in DigiLocker system shall

deemed to be at par with original physical documents.

5. In the meeting of Apex Committee on e-Governance, held on 04/11/2017, the Director, Kerala State IT Mission was directed to prepare a proposal for implementing DigiLocker in the departments having more interaction with public. As per letter read as fifth paper above, the Director, KSITM submitted a proposal for adoption of DigiLocker in the Government departments, PSUs, autonomous bodies, institutions and universities. The Director, KSITM requested Government to issue orders for implementing DigiLocker facility and approving the integration of DigiLocker with all relevant applications for faster implementation across all departments so as to enable the issuing departments to push digitally signed documents to DigiLocker and conduct online verification of such documents.

6. Government have examined the matter in detail and it is observed that despite creditable implementation of e-governance projects and retention of data in digital form, departments mostly rely on physical copies of certificates and documents for delivery of services and benefits to citizens. Availability, accessibility and verification of documents in digital form would be a transformative step in service delivery.

In this circumstance Government are pleased to approve the following:

(a) Adoption of DigiLocker system in Government departments, PSUs, autonomous bodies, institutions and universities in the State.

(b) For uploading to DigiLocker by departments/agencies, individual orders/consent from any other authority is not required.

(c) Departments and agencies in the State will register themselves as an issuer/verifier/requester compulsorily according to their requirements.

(d) Departments concerned, shall take necessary steps to integrate their applications with DigiLocker for issuing and verification of certificates and also ensure that all certificates already issued and will be issued, are published in DigiLocker.

(e) Documents / certificates made available at DigiLocker by issuing departments / institutions / universities / agencies etc shall be treated on par with physical copies that are accepted now. Service rendering departments shall accept such documents in DigiLocker as valid, as specified in the GoI notifications mentioned vide reference 1 and 2.

(f) Kerala State IT Mission will be the nodal agency for implementing DigiLocker in the State. KSITM and the State e-Governance Mission Team (SeMT) will handhold and provide necessary support to the departments at all stages from registration to Go-Live into DigiLocker with the assistance of NeGD.

7. Detailed guidelines for implementation of DigiLocker, roles and responsibilities of Departments and agencies are issued as annexure to this order.

(By Order of the Governor)

TOM JOSE
CHIEF SECRETARY

To

All Additional Chief Secretaries / Principal Secretaries / Secretaries/Special Secretaries

All Departments in the Govt Secretariat
All Heads of Departments
All District Collectors
All Autonomous bodies and Public Sector Undertakings
All Universities in Kerala.
The Director, Kerala State IT Mission
The CEO, Technopark
The Registrar, C-DIT, Thiruvananthapuram
The Director, IITMK, Technopark
The State Informatics Officer, NIC, Thiruvananthapuram
The Director, I&PRD
Principal Accountant General (G&SSA) Kerala, Thiruvananthapuram
Principal Accountant General (A&E) Kerala, Thiruvananthapuram
Information Officer (Web & New Media), I&PRD(For wide publicity)
Stock File

Forwarded/By order

Section officer

Annexure
Guidelines for implementation of Digilocker facility in the State

- This guideline will be in line with the provisions in the notification dated 21.07.2016 and amendment dated 08.02.2017. This is applicable to Departments, Educational institutions, Universities, Autonomous bodies, Government agencies etc which wants to onboard to DigiLocker as an issuer, requester and verifier (known as subscribers).
- Registration with DigiLocker: HODs, IT Nodal officers or any other authorised official can register as a subscriber cited above. Authorised officials have to visit the partner's portal of DigiLocker (url : <https://devpartners.digitallocker.gov.in/>). Guidelines are available at Documentation drop down. Authorised official registering need to furnish his Aadhaar number. According to requirement user need to register as an Issuer, requester and verifier. On successful registration an acknowledgement will be sent to the credentials (email and mobile) submitted while registering.
- Activation : On receiving activation link to the registered e-mail id, click to complete the process.
- Issuer : Download API from DigiLocker page <https://digilocker.gov.in/resource/issuer-APIs.php> . Using APIs, Departments have to integrate with their application.
- Requester / Verifier : Download API from DigiLocker page <https://digilocker.gov.in/resource/requester-APIs.php>. Using APIs, Departments have to integrate with their application. If a department does not have any application, they can register as a verifier, where DigiLocker will provide the login to verify the documents of the issuers requested by the departments.

Even a document produced by a citizen not possessing a DigiLocker account, can also be verified, if document in digital form is available in the Data Base / authentic repository of the issuer department.

- Permission from Issuer to view documents / certificates: For Issuer onboarding, the issuing department shall get registered as a partner in the DigiLocker partner site <https://partners.digitallocker.gov.in/public/register/orgreg/signup>. After signing up, the administrator has to activate the link and follow the steps as per the issuer work flow :- https://partners.digitallocker.gov.in/assets/img/WorkFlow_Issuer.pdf
- Requester / Verifier departments: firstly the department has to register as a partner in the DigiLocker partner site <https://partners.digitallocker.gov.in/public/register/orgreg/signup> . After signing up, the administrator has to activate the link and follow the steps as per the requester / verifier work flow https://partners.digitallocker.gov.in/assets/img/WorkFlow_Requester.pdf and then activate the link sent by the Digilocker. Department shall provide list of certificates provided by them and send a request mail to support[at]digitallocker[dot]gov[dot]in copying KSITM and SeMT, in turn the IT Nodal officer of the Issuer department shall provide the required access/view documents permission to the requester department within two working days in case of within Kerala, whereas outside Kerala, DigiLocker Team from Delhi will coordinate and provide the permission for document/Certificate verification.
- API integration support: NeGD have empanelled agencies for departments which doesn't have resources to integrate the APIs. An amount Rs.75,000/- will be borne by NeGD. Details available at https://img1.digitallocker.gov.in/assets/img/updated_list_of_empanelled_agencies_for_year_2017-18.pdf.

- TSPs and other developers has to work on integrating the APIs of Digilocker into the existing applications of the departments. They will also be entitled for the above amount from NeGD.

List of Services of prioritization to on board as issuer and verifier.

Issuer Departments:

- LSGD- Birth, Death and Marriage etc.,
- Revenue: Nativity, Caste, Income etc.,
- Education: Sampoorana, SSLC, HSC/+2, VHSE, Diploma,
- Graduation, Post-Graduation
- PDS- Ration Card,
- Labour and Employment,
- Skill Development.

Verifier Departments :

- ST, SC and OBC
 - Animal Husbandry
 - All the issuer departments as shown above.
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- **Seeding of departmental data base with Aadhaar:** Departments should ensure that their databases are Aadhaar linked to leverage DigiLocker services seamlessly. But Aadhaar linking is not mandatory for Digi Locker integration.
 - **Support, Workshops and Training:** KSITM, the Nodal agency for DigiLocker implementation will be providing support from registration to integration.