




**COAST GUARD HEADQUARTERS
POLICY LETTER 021/2017**

IT/3001

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TRANSITION TO E-SIGN ELECTRONIC SIGNATURE

1. As part of implementation of Digital India vision by the Indian Coast Guard, several applications are under development at the Coast Guard Headquarters. The applications include systems for office automation, pay accounting and disbursement, healthcare administration and online enrolment of voters. Given that Information Technology Act, 2000 grants legal recognition to electronic records and electronic signatures, these upcoming applications envisage integration of e-Sign service on electronically transmitted documents, doing away altogether with manual signature or, Digital Signature Certificate using dongles.
2. e-Sign is an easy and secure method for signing electronic documents which authenticates the signatory using Aadhaar eKYC (Know Your Customer) services. However, it is imperative to note that possession of Aadhaar number and mobile number mapped with Aadhaar are pre-requisites for availing the e-Sign electronic signature service.
3. With a view to facilitate a smooth transition to the use of e-Sign electronic signature, all Coast Guard personnel are required to ensure the following:-
 - (a) Secure Aadhaar number for self (and family members);
 - (b) Register mobile number with Aadhaar authority;
 - (c) Update Aadhaar and mobile number on HIIMIS/ EPMIS portal;
 - (d) Ensure Aadhaar mapped Mobile number is active at all times; and
 - (e) Retain Aadhaar mapped Mobile number regardless of posting or retirement using National Mobile Portability facility.
4. Disseminated for compliance.


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for Director General