

**No. 3(42)/2014-EG-II (Part-II)**  
**Govt. of India**  
**Ministry of Electronics & Information Technology**  
**(e-Governance Group)**

Electronics Niketan,  
6 CGO Complex, Lodhi Road,  
New Delhi – 110003  
Date: 2<sup>nd</sup> February 2017

**OFFICE ORDER**

**Subject: Functions of Digital Locker Authority**

- Ref. (i)** Digital Locker Rules, 2016, made vide G.S.R. 711(E), dated 21<sup>st</sup> July 2016  
**(ii)** Constitution of the Digital Locker Authority, dated 4<sup>th</sup> October 2016  
**(iii)** Appointment of Controller of Digital Locker Authority, dated 21<sup>st</sup> October 2016

In exercise of the power conferred by sub-rule (2) of rule 3 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016, made vide G.S.R. 711(E), dated 21<sup>st</sup> July 2016, and as per the allocation of business rules related to administration of the Information Technology Act, 2000 (21 of 2000), Ministry of Electronics & Information Technology (MeitY) is pleased to state that the Controller of Digital Locker Authority shall discharge following functions, namely:-

- (i)** Call for applications from the Digital Locker Service Providers and grant them licences subject to the eligibility criteria and other requirements identified by the Digital Locker Authority;
- (ii)** Call for applications from the Repository Service Providers and empanel them subject to the eligibility criteria and other requirements identified by the Digital Locker Authority;
- (iii)** Specify terms and conditions for renewal, surrender, suspension and revocation of licenses given to Digital Locker Service Providers or empanelment of Repository Service Providers and carry out the same;
- (iv)** Maintain a Digital Locker Directory to provide:-
  - a. registration facility for issuers, requesters, locker providers, and repository providers;
  - b. issuer (name, ID, registration date, contact details), Requester ID (name, ID, registration date, contact details), and repositories (name, ID, registration date, contact details);
  - c. standards, application forms, and other particulars;
  - d. electronic workflow to request, approve, and publish new ID for new issuers and repositories, as the case may be; and
  - e. any other information as prescribed by the Government.



- (v) Prepare and notify applicable standards, guidelines and specifications;
- (vi) Lay down the duties of the Digital Locker Service Providers and Repository Service Providers;
- (vii) Exercise supervision over the activities of the Digital Locker Service Providers and Repository Service Providers;
- (viii) Specify the conditions subject to which the Digital Locker Service Providers and Repository Service Providers shall conduct their businesses;
- (ix) Specify the conditions under which documents from issuers are made available to Digital Locker Service Providers and / or Repository Service Providers;
- (x) Specify the conditions under which documents accessed by requesters are made available to Digital Locker Service Providers;
- (xi) Specify the form and manner in which accounts shall be maintained by the Digital Locker Service Provider;
- (xii) Specify the terms and conditions subject to which auditors may be appointed;
- (xiii) Specify the terms and conditions subject to which Digital Locker account may be suspended or revoked;
- (xiv) Specify the manner in which the Service Providers shall conduct their dealings with the subscribers;
- (xv) Notifying the fee or service charges that Digital Locker Service Providers may charge to the subscribers for opening the Digital Locker accounts
- (xvi) Resolve any grievances / conflict of interests among the service providers and between the Service Providers and the subscribers;
- (xvii) Any other function as may be notified by MeitY from time to time

2. This issues with the approval of Secretary.

  
(Trilok Chandra)  
Director

To,

- 1) Secretary, MeitY
- 2) Additional Secretary, MeitY
- 3) Controller of Digital Locker Authority
- 4) President & CEO, NeGD
- 5) Joint Secretary (Personnel), MeitY
- 6) DG, STQC

  
(Trilok Chandra)  
Director