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**Sub: e-Tendering- Proper use of digital signatures**

e-Tendering is being followed in the Department for all works costing more than Rs. 25 Lakhs. Except in Mechanical wing, Superintending Engineers are the tender inviting authorities for these works. During initialization of e-Tendering process in the Department, tendering authorities who were not familiar with the e-Tendering process requested additional roles to be assigned to officers working with them. In addition, several posts were vacant and officers were holding additional charge. Now, that we have completed training process and the tendering authorities are familiar with the process, the following roles will be assigned to officers holding digital signatures.

Superintending Engineer	: Tender Publisher, Opener and Evaluator
PA to Superintending Engineer (Executive Engineer)	: Tender Opener and Evaluator
Financial Assistant	: Auditor, Tender Opener and Evaluator.
Other officers if issued with tokens	: Other roles only

It is also noticed that Superintending Engineers are not applying for digital signature tokens while taking charge. It is informed that tendering authorities have the responsibility of keeping the safety of the tokens issued to them as well as officers working with them. Therefore, all officers of the department handling digital signatures are requested to ensure the safety of the device and to avoid misuse.

Sd/-  
CHIEF ENGINEER

To

1. All the Chief Engineers with covering letter
2. All the Superintending Engineers