Subject: Functions of Digital Locker Authority

(iii) Appointment of Controller of Digital Locker Authority, dated 21st 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 21st 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