

Government of West Bengal
Finance Department
Audit Branch

No.3045- F(Y)

Dated, 13th April, 2015

MEMORANDUM

Sub : Clarification on Digital Signature Certificates (DSC)

FD Orders vide Memorandum No. 5531 - F(Y) dated 05.11.2014 and no. 6100-F(Y) dt. 3.12.2014 were issued for procurement and distribution of DSC, inter alia, for IFMS-related operations. In terms of Finance (Audit) Department memo. no. 4905 - F(Y) dt. 17.9.2014 read with no. 1179-F(Y) dt. 25.2.2015 bills are required to be submitted in the e-Pradan module by using Digital Signature Certificate (DSC) of the DDO. Dongle loaded with Digital Signature Certificate [DSC] have already been delivered to all the Drawing & Disbursing Officers [DDOs] for IFMS operations and guidelines for installation and activation of the DSC have already been given in the IFMSWB Portal Home Page "Download" menu under "Procedures / Guidelines for new installation of a DSC".

Each dongle supplied to the DDO'S is loaded with DSC. The dongle can be used in the USB port of computer / laptop. In the meantime some queries have been received from the DDO's regarding use of DSC. The clarifications are given below.

Sl no.	Queries	Clarifications
1.	How to replace the dongle if the supplied dongle is found defective?	e-Mudhra will rectify the defect or replace the dongle and DSC in the following cases - (a) If at the time of delivery it is found that the Dongle is damaged, (b) If the Dongle is not responding when inserted in the USB port of the Desktop Computer / Laptop due to some technical defect of the Dongle, (c) If the DSC could not be loaded in the Dongle due to any technical defect of the Dongle at the time of installation. (d) If the name, as it appears in the DSC (or spelling mistakes) differs from the name of the 'DSC Application Form' submitted by the Applicant.
2	What to do in case of lost or damaged Dongles?	i. if the dongle is damaged after delivery by e-Mudhra: As per Government of India guideline, the Certificate cannot be re-issued or retrieved. Further purchase of DSC loaded Dongle is required by the DDO. ii. It is the user's responsibility for safe custody of the Dongle containing DSC once handed over to him. If lost, then the DDO should report it immediately to the Police Station and further purchase of DSC loaded Dongle is required. For lost dongles the user must procure a new one and follow the registration process again. At the same time Treasury officer / PAO should "lock" the old DSC of that DDO in "DSC Administration" of IFMS and activate the new DSC.
3	If an officer is holding the charge of DDO for multiple offices, whether the officer can perform DDO functioning of all the offices with one DSC in his / her name?	The answer is in the affirmative. DDO may have different User ID against different DDO-Code but the DSC shall be one. One DSC can be used against different User ID, only if the name and identity of the user is same.

