

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.

4	What will happen if the existing DDO is transferred and a new DDO joins without having a DSC and user ID?	<p><u>Relieved officer</u> Relieved Officer or his office shall immediately inform the same to the concerned PAO / TO. The role against the User ID of the Transferred Officer shall be revoked by the concerned PAO / TO in IFMS User Administration of CTS.</p> <p><u>Relieving officer</u> The new DDO has to inform PAO /TO. Concerned PAO / TO will create new User ID of the new DDO. Relieving Officer has to purchase a new DSC loaded Dongle from the authorised Certifying Authority by submitting duly filled in prescribed 'Application Form'. After completion of process of successful installation of DSC at DDO's end, the concerned PAO/TO will activate the DSC of the new DDO and authorise him / her to act as DDO.</p>
5	If a new DDO, having a DSC, joins and the earlier DDO goes out, what are the steps to be taken.	<p><u>Relieved officer</u> Same as item 4 above</p> <p><u>Relieving officer</u> The Officer or his office shall immediately inform the same to the concerned PAO / TO.</p> <p>(a) If the new DDO already have an existing User ID of IFMS and having a DSC already registered in IFMS, no need of creating User ID or DSC registration. Only DDO code tagging and role activation is required by the concerned PAO/TO.</p> <p>(b) If new DDO already have an existing User ID of IFMS and having a DSC not registered in IFMS, no need of creating User ID. DDO is required to Register the DSC like new entrant in IFMS and then only DDO code tagging and role activation is required by the concerned PAO/TO.</p> <p>(c) If new DDO, having a DSC, but not have any existing User ID of IFMS, the concerned PAO/TO will create new User ID of the new DDO. After completion of process of successful installation and registration of DSC at DDO's end, the concerned PAO/TO will activate the DSC of the new DDO and authorise him to act as DDO by assigning the role.</p>
6	If DDO is on leave or absent for a long time, then what actions require to be initiated?	<p>Actions described in the points (3) or (4) or (5) above, as applicable, may be taken. However, it is advisable that a DSC may be procured in favour of the Officer who will be leave substitute of the DDO, in case of the absence of the regular DDO and create User ID and DSC registration in IFMS in favour of him, without assigning any role and without tagging the DDO-Code against him. It will be helpful for smooth functioning of the office in case of absence of the regular DDO of an Office. The appointment of a new DDO, in absence of the regular DDO, should be made following the provisions of the rule 4.028 of WBTR 2005 and a copy communicated to PAO / TO.</p>
7	Whether multiple DSCs can be tagged with a single DDO at same point of time?	<p>The answer is in the negative. The system (IFMS) does not support multiple DSC tagging with single User ID, because in that case name and identity of the User ID will differ from the name and identity of the DSC.</p>

8	Whether the DSC of any other authorized Certified Agency (C.A.) can be used in IFMS?	The answer is in the affirmative.
9	If DDO retires from govt service / dies while in Service, what are the steps to be followed?	The concerned PAO/TO should be informed by the DDO/ DDO's Office at the time of retirement / soon after death of the existing DDO for deactivation of the User ID and revocation of role by the concerned PAO/TO. The Dongle shall be handed over to the Head of Office which can be used after formatting and reloading of new DSC for the new User.
10	Whether DSCs can be used in multiple PCs / Laptop having Java and driver of the dongle installed in that PC/Laptop.	Yes. This is not PC / Laptop specific, any PC or Laptop having the above environment and internet connection can be used.
11	Whether the DSC can be used in other functions except the function of DDO?	Yes. The DSC can be used any modules of IFMS where DSC is required and can also be used in other area like e-Tender etc. The DSC is purely person specific in whose favour of DSC was issued but not any Office specific.
12	A DDO has wrongly registered DSC of other. What will he do?	If the DDO has registered with a wrong dongle the user must be "locked" by 'maker' (TO / PAO) and the same should be approved by the 'checker' (DTA). If it's not approved by checker, the user can still use the wrong dongle. So the TO / PAO and the DTA shall complete the entire process of DSC locking cycle. Then the DDO should register the correct dongle / DSC and follow the registration process again.

(H.K. Dwivedi)

Principal Secretary to the
Government of West Bengal