



No. CWC CO-MIS/19/2020-O/o HoD (MIS)

Dated:- 21.06.2021

CIRCULAR

Sub.:- Standard Operating Procedure (SoP) for usage & issuance of Digital Signature Certificate (DSC)...reg.

1. Aligning with Digital India program and in compliance to IT Act, Corporation is leveraging DSCs to encourage paperless environment. Further, these DSCs have been integrated with e-Office for digitally signing the “Green Notes”, Receipt, Letters, contract, minutes of the meeting, e-tender participation, invoices etc.
2. The DSCs are easy to handle & can be used by the officials, while working from home or while on tour or on leave, ensuring uninterrupted and productive work culture in Corporation.
3. The issued DSCs by Corporation are to be used for official work only and in line with IT Act, amended from time to time. **Any personal document should not be signed using the DSC issued by Corporation.**
4. The usage of DSCs also **necessitates to adopt security measures**. As such, in order to standardize the usage of DSCs in Corporation and issuance procedure, the procedure/ instructions in this CIRCULAR should to be adopted.
5. Each DSC has been protected with secret “PIN” and should not be shared. The users can update/ change the PIN. However, due care is to be taken for remembering the PIN, as under:
 - a) If a user enters wrong PIN five (5) time i.e. doesn't remember the password, he/she may contact e-Mudhra at “080-46156902”, from the registered mobile number, for resetting the PIN.
 - b) **However, entering wrong PIN eight (08) times, blocks the DSC, thus a new DSC is to be purchased.**
6. The DSCs are to be procured by Regional Offices (for RO's officials as well as for officials working in field units) **from GeM**. The specifications of the DSC to be purchased are as follows:-
 - a) Class 3 (Encryption + Signing), Note: - These can also be used in e-Tendering portal, GeM, e-Office, VIS or in any IT application of Corporation.

- b) Validity :- 2 Years or 1 Years (depending upon the remaining service of the indenting official)
- c) USB token with auto run drivers.
7. The users must maintain the due care of the DSCs and curtail any loss or physical damage to the DSC. In case the DSC is lost, following steps are to be taken by the user:-
- a) Report the loss of the DSC to the concerned Purchasing Officer of the CO/ RO.
- b) Contact the DSC provider and get the DSC blocked.
- c) Register the online FIR of the lost DSC.
8. If the **DSC has been blocked, lost or physically damaged**, a new DSC is to be procured for the concerned official **and financial implication for the same shall be recovered from the concerned official's salary**.
9. During the transfer of the concerned official from one Region to another, **it shall be the responsibility of the concerned user to intimate the concerned Purchasing Officer** about the status of the DSC in hand i.e. from where it was issued, validity of the DSC etc. The purchasing officer shall maintain the record of the DSCs.
10. During the relieving of any official from the services of Corporation, No dues certificate (NDC) may be solicited from the purchasing officer/ purchasing division i.r.o the DSC. The purchasing officer/ Division shall ensure to take the token back and get the DSC blocked from the service provider. The USB tokens must be **retained and may be forwarded to MIS Division**, CO (in batch of minimum 10 tokens) in order to curtail the charges on postal service. MIS Division, CO shall ensure proper disposal of the USB tokens.

GGM (System & Personnel)

Distribution for compliance: -

1. All HoDs, CWC, CO.
2. All RMs, CWC.

Copy for information: -

1. PS to MD/ PS to DIR(P)/ PS to DIR (MCP)/ PS to CVO.
2. Guard File.