

Government of West Bengal  
Finance Department  
Audit Branch

No. 5531-F(Y)

Dated, 5<sup>th</sup> November, 2014

**MEMORANDUM**

**WHEREAS**, procurement of Digital Signature Certificate (DSC) from licensed CA's was authorised vide FD memo. no. 3666-F(Y) dt.14.7.14 consequent upon discontinuance of supply of DSC by NICCA; and,

**WHEREAS**, use of DSC is essential for floating of e-NIT through the state Government e-tender portal, <https://wbtenders.gov.in> , as well as for e-Pradan module of IFMS which is going to be introduced wef 1.12.2014 vide FD memo. no. 4905-F(Y) dt.17.9.2014; and,

**WHEREAS**, Webel Technology Limited(WTL), a State Government organisation, was entrusted with the task of selection of DSC supplier through e-tender procedure out of the licensed Certifying authorities of CCA, Dptt of Electronics and Information Technology, GOI; and,

**WHEREAS**, WTL has recommended the name of M/S eMudhra Consumer Services Limited, one of the licensed CA's as the L1 bidder for supply of DSC along with the USB Token (dongle);

**NOW, THEREFORE**, the Governor is pleased to select the said licensed CA, i.e., M/S eMudhra Consumer Services Limited, as the supplier of DSC along with USB Token (dongle) for use by e-Tender inviting authorities and Drawing and Disbursing officers of the state Government with immediate effect. The procedure of supply of the DSC along with USB Token (dongle) will be as follows-

**I. Procedure of supply of DSC and dongles for DDO's.**

1. District Magistrate of each district except Kolkata will be the nodal Officer for monitoring of supply of DSC to the DDO's of his/her respective district with the help of the Treasury officer of the District HQ.

**Action to be taken by the nodal officer**

- i. Copy and Distribution of the annexed application form among the DDO's with request to the DDO's to fill in the forms and return them to the

respective Treasury officers according to the time schedule being intimated separately to each nodal officer shortly;

- ii. Collection of the duly filled application forms from the DDO's;
- iii. submission of the filled applications to the DSC supplier's authorized representative on the date to be fixed according to the time schedule being intimated separately to each nodal officer;
- iv. making arrangement for delivery of the DSC-loaded dongles to the DDO's who will acknowledge the receipt in presence of the nodal officer/ TO in each district according to the time schedule being intimated separately to each nodal officer;
- v. issuing certificate of delivery of DSC along with dongles and its submission to WTL along with a copy of the acknowledgment of the DDO in support of his/her receipt of the DSC with dongle according to the time schedule being intimated separately to each nodal officer;

- 2. In case of Kolkata, PAO's of Kolkata PAO-I, PAO-II, and PAO-III will act as the nodal officers for their respective DDO's to be monitored by one Joint Director of Treasuries and Accounts at DTA, WB.

II. **Procedure of supply of DSC and USB Token (dongle) to non-DDO e-Tender inviting authorities-**

The Departmental Secretary of each Administrative Department may designate the Financial Advisor / Dy. Financial Advisor of the respective department as the nodal officer to monitor supply of the DSC with dongles in coordination with the supplier. Action to be taken by the nodal officer for supply of DSC with dongle to the non-DDO e-tender inviting authority will be identical with the procedure prescribed for DSC meant for DDO's. Letter with Time schedule for distribution, collection and delivery of DSC with dongles is being issued separately.

III. **Payment procedure for DSC with USB Token (dongle)-**

1. M/S eMudhra Consumer Services Limited, the CA selected as DSC supplier, will deliver DSC-loaded USB Tokens (dongles) to the DDO's / e-tender inviting authorities in presence of the nodal officer within 7 working days from the date of receipt of duly filled application form.
2. The CA will raise the bill to WTL along with the signed certificate of Nodal Officer.
3. FD will provide fund to WTL on submission of requisition for the same by the latter for payment of the cost of DSC and dongle to the CA and 5% processing fee to WTL.
4. WTL will make payment to the CA based on signed certificate of Nodal Officer in support of delivery of the DSC and dongle.

Sd/-H.K. Dwivedi  
Principal Secretary to the  
Government of West Bengal

No.5531/1(500)-F(Y)

Dated, 5<sup>th</sup> November, 2014

Copy forwarded for information and necessary action to-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, CGO Complex, MSO Building, 5<sup>th</sup> floor, Block DF, Sector-I, Salt Lake, Kol - 64
4. The Chief Secretary to the Government of West Bengal.
5. The Additional Chief Secretary/Principal Secretary/Secretary ,  
..... Department, Govt. of West Bengal.
6. Sr. PA to the Principal Secretary, Finance Department, Government of West Bengal.
7. Secretary, Finance (Audit) Department, Government of West Bengal
8. Joint Secretary, Finance (Budget) Department, Government of West Bengal.
9. Financial Advisor, .....Department, Govt. of West Bengal.
10. The Commissioner, \_\_\_\_\_ Division.



- ✓ 11. The OSD & Ex-Officio Joint Secretary, Finance (Budget) Department, for uploading this order in the Finance Department website.
12. The Chief Executive Officer, Webel Technology Ltd., Block BP, Plot – 5, Sector –V, Salt Lake City, Kol-700091
13. The \_\_\_\_\_ Department
14. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range (2<sup>nd</sup> & 3<sup>rd</sup> floor), Kolkata – 700 001.
15. Director \_\_\_\_\_
16. The District Magistrate/Judge/Supdt. Of Police, \_\_\_\_\_
17. The Sub-Divisional Officer, \_\_\_\_\_
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata – 700 012.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata – 700 012.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, IB Market, 1<sup>st</sup> Floor, Salt Lake, Sector –III, Kolkata – 700 106.
21. The Treasury Officer, \_\_\_\_\_
22. M/S eMudhra Consumer Services Ltd., Room no. 758, Marshal House, 25, Strand Road, Kolkata-700001.
23. The Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.



(G. Samanta)

Joint Secretary to the  
Government of West Bengal

**DIGITAL CERTIFICATE FOR ORGANISATION - APPLICATION FORM**

\*\*\*All fields are mandatory

**For Subscribers of GOVERNMENT ORGANISATION / AGENCIES / DEPARTMENTS****PLEASE FILL IN BLOCK LETTERS ONLY**For form filling please follow the instruction in <http://www.e-mudhra.com/instruction.html>**Application ID (For Office Use Only)**Signature Encryption Affix recent passport size photograph of the applicant **duly signed across****CLASS**☐ Class 2☐ Class 3**TYPE**☐ Signature☐ Encryption**VALIDITY**☐ 1 Year☐ 2 Years**USB TOKEN**☐ Required☐ Not Required**APPLICANT DETAILS**

LAST NAME

FIRST NAME

MIDDLENAME

Name Mr./Ms./Dr.

Date of Birth

☐ Male☐ Female

Nationality

**ORGANISATION DETAILS**

Organisation Name

Department

Address

City State Pin code Telephone Mobile Fax No PAN Of Organisation PAN of the Applicant 

Email ID

**Declaration**

I hereby agree that I have read and understood the provisions of e-mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in e-Mudhra repository.

Date Place 

Seal &amp; Stamp (If any)

Signature of the applicant

**TO BE FILLED BY RA OFFICE ONLY**

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

Date Place 

RA Name, Code &amp; Seal

Signature of RA



## IDENTIFICATION DETAILS

Valid Identity Documents (Any one of below)

- ☐ Passport ☐ Driving License ☐ PAN Card  
☐ Post Office ID Card ☐ Bank Account Passbook\* ☐ Government ID Card (Having Applicant's Sign)

ID Number \_\_\_\_\_

## AUTHORISATION LETTER

To, \_\_\_\_\_ Date: \_\_\_\_\_

eMudhra Consumer Services Limited  
3rd Floor, Sai Arcade, 56 Outer Ring Road  
Deverabeesanahalli, Opp Intel  
Bangalore 560103  
Phone: +91 80 4336 0000  
Dear Sir,

Sub: **Authorisation letter for obtaining Digital Signature Certificate.**

This is certify that Mr./Mrs./Miss. \_\_\_\_\_ (Certificate applicant)  
has provided correct information in the 'Application form for issue of Digital Signature Certificate' to the best of my knowledge and belief. I hereby authorize him/her, on behalf of our  
Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by e-Mudhra.

Class of Digital Signature Certificate issued by e-Mudhra.

☐ Class 2 Organisation ☐ Class 3 Organisation

Details of Executive Authorising the applicants:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
Designation: \_\_\_\_\_ Employee Code: \_\_\_\_\_  
Department: \_\_\_\_\_

Office Seal and Stamp

## Contact Details

**eMudhra Consumer Services Limited**, 3rd Floor, Sai Arcade, 56 Outer Ring Road, Deverabeesanahalli, Opp Intel, Bangalore 560 103. Karnataka  
Phone : ~~+91 80 4336 0000~~ Fax : +91 80 4227 5306 Email : info@e-mudhra.com Web:www.e-mudhra.com