

Government of West Bengal
Finance Department
Audit Branch

No. 5708-F(Y)

Dated, 14th November, 2014

To

The District Magistrate

.....distt.

Sub: DSC for DDO

Sir,

You are aware that the State Government is going to introduce e-Pradan (e-Payment) system of payment through the treasury against the bills to be submitted by the DDO's in phased manner on and from 1.12.2014, vide FD memo. no. 4905-F(Y) dt.17.9.2014 (attached). The change over from the existing treasury cheque system to e-Pradan system of payment is scheduled to be completed in all the treasuries and Pay and Accounts offices of the state Government within the month of February, 2015. E-Pradan is a web-based application and DDO's need to have Digital Signature certificate to access the module.

Under the changed system payment will be made by the treasuries and pay and accounts offices by direct transfer of the fund to the bank account of the beneficiaries / payees, except for the payment to be made in favour of the DDO's by designation. Hence, the DDO's need to capture/upload the beneficiary / payee details in the e-Pradan module of IFMS before submission of the bill to the treasury/PAO through the system. The DDO's need to have DSC to upload beneficiary data and submit bill to the treasury.

Since NICCA has discontinued supply of DSC, Finance Department had to make arrangement for supply of 10,000 nos of DSC with USB token to the DDO's and non-DDO e-NIT authorities by engaging eMudhra Consumer Services Ltd., a licensed CA of DoEIT of GOI through e-tender process. Payment for the supply will be made by Finance Department following the procedure given in memo. no. 5531-F(Y) dt.5.11.2014.

District Magistrates have been made nodal officers for monitoring and supervision of the DSC processing as detailed in memo. no. 5531-F(Y) dt.5.11.2014. List contact persons with their contact nos are enclosed for your doing the needful. Since processing of the DSC applications will be done by the personnel of eMudhra on the spot, their sitting arrangement may be made within the premises of the DM office.

Blank application form, sample filled-up form and list of active DDO's (as per e-Bantan) are enclosed along with a list of the district-wise eMudhra personnel, and time schedule of receipt of applications and delivery of DSC with USB tokens.

This is urgent.

Yours faithfully,

Principal Secretary

H. K. Dwivedi, IAS
Principal Secretary
Finance Department
Government of West Bengal

THE FUTURE OF THE NATION

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NATION

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The future of the nation is a subject of great importance to all of us. It is a subject that has been discussed for centuries, and it is one that will continue to be discussed for many years to come. The future of the nation is a subject that is of great importance to all of us. It is a subject that has been discussed for centuries, and it is one that will continue to be discussed for many years to come.

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U. S. DEPARTMENT OF
TREASURY
BUREAU OF ECONOMIC ANALYSIS
WASHINGTON, D. C. 20503

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

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 & 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 & 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

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



CLASS

- ☒ Class 2
☐ Class 3

TYPE

- ☒ Signature
☒ Encryption

VALIDITY

- ☐ 1 Year
☒ 2 Years

USB TOKEN

- ☒ Required
☐ Not Required

APPLICANT DETAILS

Name Mr./Ms./Dr. LAST NAME FIRST NAME MIDDLE NAME
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

CRG CORPORATE SERVICES PRIVATE LIMITED

Seal & Stamp (If any)

Chandan Gani
Signature of the applicant
Director

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 & 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 W B - 5 2 - 1 0 3 2 6 0

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 CHANDAN GARAI (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: Tarak Sarkar

Name: TARAK SARKAR

Designation: DIRECTOR

Employee Code:

Department: IT

TARAK SARKAR
RAFE0001
Office Seal and Stamp

Contact Details

eMudhra Consumer Services Limited, 3rd Floor, Sai Arcade, 56 Outer Ring Road, Deverabeesanahalli, Opp Intel, Bangalore 560103, Karnataka
Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-mudhra.com Web:www.e-mudhra.com

| Sl.No. | Name of District | e-pradan w.e.f. | No. Of DDOs | Application receipt & spot processing date for DSC | DSC & USB Token Delivery date |
|--------|------------------|-----------------|-------------|--|-------------------------------|
| 1 | North 24 PGS | 01.12.2014 | 540 | 17.11.2014-20.11.2014 | 26.11.2014-28.11.2014 |
| 2 | Howrah | 01.01.2015 | 291 | | |
| 3 | Hooghly | 01.01.2015 | 439 | | |
| 4 | South 24 PGS | 01.01.2015 | 593 | | |
| 5 | Nadia | 01.01.2015 | 423 | | |
| 6 | Murshidabad | 01.01.2015 | 493 | 24.11.2014-27.11.2014 | 03.12.2014-05.12.2014 |
| 7 | Purba Midnapur | 01.01.2015 | 370 | | |
| 8 | Paschim Midnapur | 01.01.2015 | 532 | | |
| 9 | Kolkata | 01.02.2015 | 945 | | |
| 10 | Bankura | 01.02.2015 | 395 | 01.12.2014-04.12.2014 | 10.12.2014-12.12.2014 |
| 11 | Purulia | 01.02.2015 | 325 | | |
| 12 | Bardhaman | 01.02.2015 | 680 | | |
| 13 | Birbhum | 01.02.2015 | 347 | | |
| 14 | Uttar Dinajpur | 01.02.2015 | 217 | 08.12.2014-11.12.2014 | 17.12.2014-19.12.2014 |
| 15 | Malda | 01.02.2015 | 277 | | |
| 16 | Dakshin Dinajpur | 01.02.2015 | 167 | | |
| 17 | Darjeeling | 01.02.2015 | 413 | | |
| 18 | Jalpaiguri | 01.02.2015 | 215 | | |
| 19 | Alipurduar | 01.02.2015 | 88 | | |
| 20 | Cooch Behar | 01.02.2015 | 286 | | |

(Schedule for DSC with USB Token for DDO)

| Sl.No. | Name of District | e-pradan w.e.f. | No. Of DDOs | Contact Person for Application receipt & spot processing date for DSC 17.11.2014- 20.11.2014 | Contact Person for DSC & USB Token Delivery date 26.11.2014- 28.11.2014 |
|--------|------------------|--------------------|----------------|--|---|
| 1 | North 24 PGS | 01.12.2014 | 540 | Tarak Sarkar- 9330001116 | Tarak Sarkar- 9330001116 |
| 2 | Howrah | 01.01.2015 | 291 | Probir Kumar Bose- 9641965295 | Probir Kumar Bose- 9641965295 |
| 3 | Hooghly | 01.01.2015 | 439 | Sankar Sarkar- 7509684900 | Sankar Sarkar- 7509684900 |
| 4 | South 24 PGS | 01.01.2015 | 593 | Sanjit Dey- 9804942795 | Sanjit Dey- 9804942795 |
| 5 | Nadia | 01.01.2015 | 423 | Raju Garai & Moumita Nandi- 9332114131 | Raju Garai & Moumita Nandi- 9332114131 |

| Sl.No. | Name of District | e-pradan w.e.f. | No. Of DDOs | Contact Person for Application receipt & spot processing date for DSC 24.11.2014- 27.11.2014 | Contact Person for DSC & USB Token Delivery date 03.12.2014- 05.12.2014 |
|--------|------------------|--------------------|----------------|--|---|
| 6 | Murshidabad | 01.01.2015 | 493 | Tarak Sarkar- 9330001116 | Tarak Sarkar- 9330001116 |
| 7 | Purba Midnapur | 01.01.2015 | 370 | Sankar Sarkar- 7509684900 | Sankar Sarkar- 7509684900 |
| 8 | Paschim Midnapur | 01.01.2015 | 532 | Pijush Shah- 8335916765 | Pijush Shah- 8335916765 |



| | | | | | |
|---|---------|------------|-----|---------------------------|---------------------------|
| 9 | Kolkata | 01.02.2015 | 945 | Sanjit Dey- 9804942795 | Sanjit Dey- 9804942795 |
|---|---------|------------|-----|---------------------------|---------------------------|

| Sl.No. | Name of District | e-pradan w.e.f. | No. Of DDOs | Contact Person for Application receipt & spot processing date for DSC 01.12.2014- 04.12.2014 | Contact Person for DSC & USB Token Delivery date 10.12.2014- 12.12.2014 |
|--------|------------------|--------------------|----------------|--|---|
| 10 | Bankura | 01.02.2015 | 395 | Pijush Shah- 8335916765 | Pijush Shah- 8335916765 |
| 11 | Purulia | 01.02.2015 | 325 | Sankar Sarkar- 7509684900 | Sankar Sarkar- 7509684900 |
| 12 | Bardhaman | 01.02.2015 | 680 | Tarak Sarkar- 9330001116 | Tarak Sarkar- 9330001116 |
| 13 | Birbhum | 01.02.2015 | 347 | Supriyo Dutta- 9614205594 | Supriyo Dutta- 9614205594 |

| Sl.No. | Name of District | e-pradan w.e.f. | No. Of DDOs | Contact Person for Application receipt & spot processing date for DSC 08.12.2014- 11.12.2014 | Contact Person for DSC & USB Token Delivery date 17.12.2014- 19.12.2014 |
|--------|------------------|--------------------|----------------|--|---|
| 14 | Uttar Dinajpur | 01.02.2015 | 217 | Probir Kumar Bose- 9641965295 | Probir Kumar Bose- 9641965295 |
| 15 | Malda | 01.02.2015 | 277 | Sankar Sarkar- 7509684900 | Sankar Sarkar- 7509684900 |
| 16 | Dakshin Dinajpur | 01.02.2015 | 167 | Tarak Sarkar- 9330001116 | Tarak Sarkar- 9330001116 |
| 17 | Darjeeling | 01.02.2015 | 413 | Sanjit Dey- 9804942795 | Sanjit Dey- 9804942795 |



| | | | | | |
|----|-------------|------------|-----|--------------------------------|--------------------------------|
| 18 | Jalpaiguri | 01.02.2015 | 215 | Tanmay Banerjee- 8293403161 | Tanmay Banerjee- 8293403161 |
| 19 | Alipurduar | 01.02.2015 | 88 | Pijush Shah- 8335916765 | Pijush Shah- 8335916765 |
| 20 | Cooch Behar | 01.02.2015 | 286 | Hiresh Das- 9007960706 | Hiresh Das- 9007960706 |

Main Point of Contact: - Chandan Garai- 9339529341

(Signature)



