

Government of West Bengal
Finance Department
Audit Branch, Group T
(E – 317375)

No:- 3591 – F(Y)

Dated, 22nd December, 2020

MEMORANDUM

In continuation of Finance Department Memorandum No. 6138 – F(Y) dated 28.11.2016 and No. 7832 – F(Y) dated 19.12.2018, the Governor is hereby pleased to extend the contract with M/s CRG Corporate Services Pvt. Ltd., an authorised agency of M/s eMudhra Consumer Services Ltd., one of licensed certifying authorities of Controller of Certifying Authorities, Department of Electronics and Information Technology, Govt. of India for renewal of Digital Signature Certificates of the users on or before expiry of their validity without or with USB Token depending on the physical condition of the USB Token as per the following rates, terms and conditions:-

a. Rate:

Description	Basic Rate (in Rs.)	Taxes
Class II SHA – 256 Digital Signature Certificate without USB Token	290/-	As applicable
Class II SHA – 256 Digital Signature Certificate with USB Token	490/-	

This rate will remain valid for next the 2 years from the date of this order

b. Payment:-

All payments are required to be made in favour of CRG CORPORATE SERVICES PRIVATE LIMITED by DSC users by cash or through direct credit to the Agency's Account with State Bank of India, Account No: 33196379601, IFSC: SBIN0001888, Mobile No.: 9339529341 against the bills submitted by M/s CRG Corporate Services Pvt. Ltd. to DSC users after supply. Payment made by cash would be immediately acknowledged by M/s CRG Corporate Services Pvt. Ltd. by furnishing money receipts and the DSC user would be able to get reimbursement of the amount paid from allotted fund against Budget Head.

c. Eligibility:-

The users of DSCs who have been issued/renewed DSCs from the month of December, 2018 onwards in phases, are eligible to renew their DSCs immediately before the respective date of expiry of validity of DSCs.

d. Acceptance of form & delivery of DSCs in District Treasury:-

DSC users of the respective district would submit duly filled, signed and authorized application forms in prescribed pro-form at District HQ Treasury / Pay & Accounts Office and M/s CRG Corporate Services Pvt. Ltd. would collect filled-in application forms from Treasuries and deliver DSC at District HQ Treasury / Pay & Accounts Office on Pre-scheduled dates with due intimation to the concerned Treasury Officer / Pay & Accounts Officer. The pro-forma of Application, Letter of Authorization and Guidelines are attached as Annexure – I.

DSC can also be renewed by M/s CRG Corporate Services Pvt. Ltd. for users holding Aadhaar card with correct personal particulars through Aadhaar database validation without submission of application forms.

e. Post supply services:-

M/s CRG Corporate Services Pvt. Ltd. would render all services related to DSC, USB token for a further period of 2 years from the date of downloading renewed DSC.

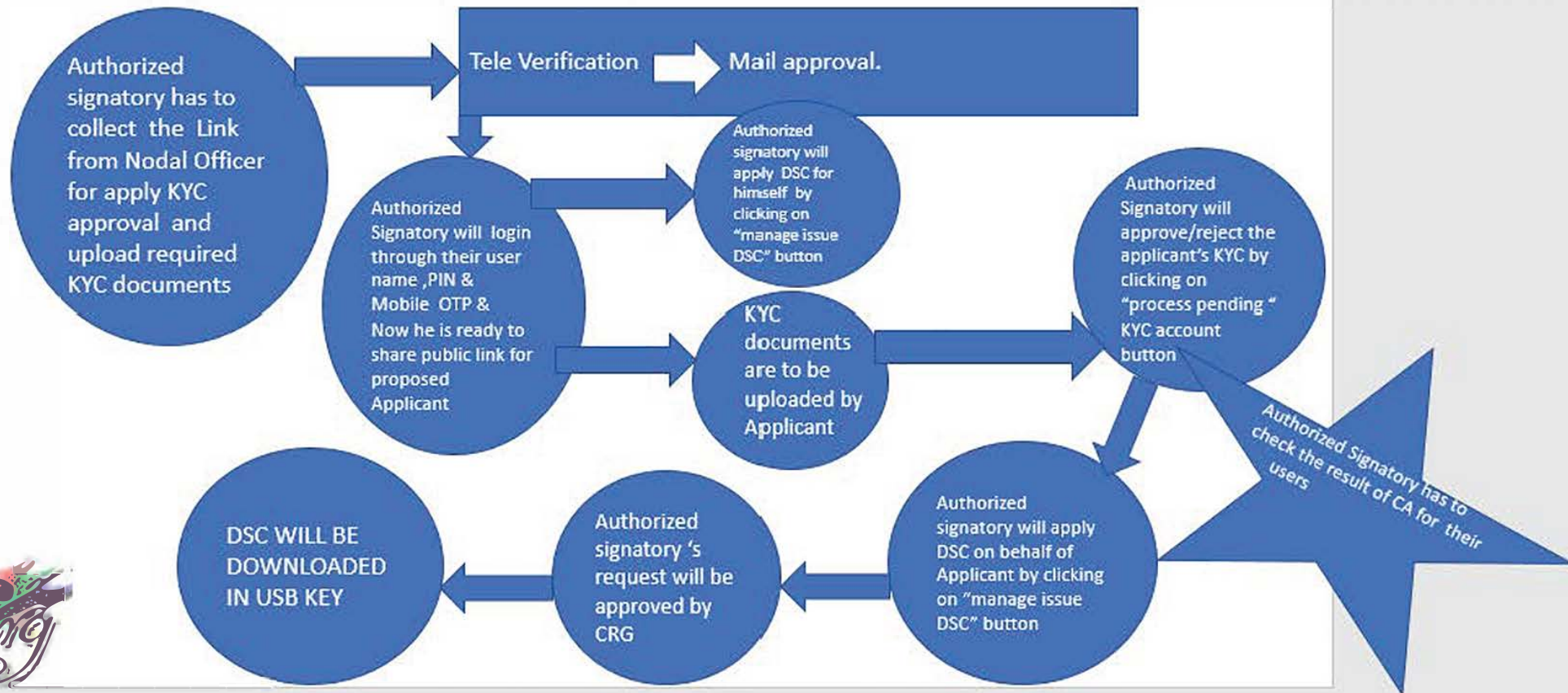
Following action plan and role of all concerned are laid down for smooth completion of the renewal process.

1. M/s CRG Corporate Services Pvt. Ltd. would send system – based email, SMS to DSC users well in advance informing them about expiry of validity period of DSCs.
2. M/s CRG Corporate Services Pvt. Ltd. would deploy the manpower to concerned District Treasury equipped with Laptop, biometric scanning device for collecting application forms, Aadhaar details and downloading DSCs in USB token of the users at least few days in advance before expiry of validity of DSCs as per schedule mentioned in Annexure – I. M/s CRG Corporate Services Pvt. Ltd. would deploy adequate manpower in PAO – I and II and PAO – III & Bidhannagar Treasury uninterruptedly equipped with all above at least for next 3 months to complete the renewal process.
3. Treasury Officers would provide office space and other infrastructure like internet connection, computer (if required) to deploy manpower of M/s CRG Corporate Services Pvt. Ltd. and would also intimate the users of DSC under their control directly and users of DSCs of outlying Sub-Divisions through concerned Treasury Officers to visit District Treasury / PAO on scheduled date with duly filled in Application Form.
4. Treasury Officers / PAOs would authorise and approve the renewed DSC following the same procedure as done earlier and Administrator at DTA would approve the same if the authorisation is done after the date of expiry of validity of DSC. If authorisation of DSC is done few days before the date of expiry of validity of DSC, the same would be first deregistered from 'Manage the authorised customer' sub – menu in DSC Administration Menu of IFMS Portal and then the renewed DSC would be authorised following the same procedure of authorisation and approval at Treasury/PAO & DTA level respectively.
5. The date schedules and other instructions would be sent to concerned Treasuries/PAOs in due course by e – Governance Group of Finance Department.

The Governor is also pleased to nominate Sri Pallab Roy, IAO as State Nodal Officer / Authorised Signatory in the matters related to DSCs.

Manoj Pant (IAS)
Principal Secretary
Finance Department

FLOW CHART FOR PAPERLESS KYC APPROVAL FOR DIGITAL SIGNATURE CERTIFICATE



Sir,

You are requested to arrange the following:

****Scan copies are to be kept from original for documents proof and information of the Authorized Signatory (State Nodal personnel/ Authorized Signatories):

- 1) Organizational ID card of the Authorized Signatory
 - 2) Authorized Signatory proof (As per page 2 format) is to be printed on Authorized Signatory's letter head which should be signed and sealed by himself
 - 3) One Colour photo
 - 4) PAN card number, email id, Mobile Number, date of birth of State Nodal personnel/ Authorized Signatories
- **** MOBILE,MAIL OTP will be shared with us and finally Tele verification will be arranged.

Thanking You

(To be printed on organization letter head)

To whom it may concern

I am the person with suitable authority to issue this letter on behalf of my organisation -----, I hereby confirm that Mr./Mrs.-----is an authorized person to act on behalf of Finance Development department for eMudhra Organization "KYC" of the procurement of Digital Signature Certificate.

For Organisation

Seal and Signature

Name :

DESIGNATION :

Guidelines for filling up application form for Digital Signature Certificate

1. Please affix a recent passport size photograph of the applicant duly signed across the photograph by blue marker only.
2. Please fill up Applicant Name, Date of Birth, Gender, Organization Name, Department, Organization Address, PAN of applicant *** (if photo copy of PAN provided), Mobile no. & email ID of the applicant.
3. Please tick CLASS as Class 2, TYPE as Signature and VALIDITY as 2 years.
4. Please put up Signature (blue ink Only) of the applicant with seal under DECLARATION BY APPLICANT.
5. Application form should be sealed and signed by **Authorized Signatory** and **applicant's signature** is needed in proper place.

Document Proof for Paper base Digital Signature

- 1) Organization ID proof (Service ID card /PAN Card /appointment letter/ Pay Slip of the **Applicant** which should be signed and sealed by authorized Signatory)
- 2) Organization ID proof (Service ID card) of the **authorized Signatory** which should be signed and sealed by himself



Signature will be verified for both (applicant and authorized signatory) as per signature which is Printed on document proof.

EMPLOYMENT OF CRG EMPLOYEE TREASURY OFFICE for DSC 2020

SL NO.	DISTRICT TREASURY NAME	CRG EMPLOYEE NAME	CONTACT NO.	WEEKLY SCHEDULE
1	Alipurduar	Bapin Garai	7477716072	THURSDAY
2	Bankura	Kamalesh Halder	7477716075	THURSDAY
3	Birbhum	PRIYOTOSH SARKAR	7477716079	TUESDAY
4	Cooch Behar	Bapin Garai	7477716072	FRIDAY
5	Balurghat,Dakshin Dinajpur	AVISHEK MONDAL	7477716078	MONDAY
6	Darjeeling	DIKCHA GURUNG	9830692220	FRIDAY
7	Tamluk,East Midnapore	Sudhangsu Mondal	7477716071	FRIDAY
8	Hooghly	R. MAJUMDAR	8479903079	TUESDAY
9	Howrah	Shyamal Bhadra	7605085550	TUESDAY
10	Jalpaiguri	DIBAKAR KUNDU	7477716074	WEDNESDAY
11	Jhargram	Sudhangsu Mondal	7477716071	WEDNESDAY
12	Kalimpong	DIKCHA GURUNG	9830692220	TUESDAY
13	Kolkata PAO-I	Shyamal Bhadra	7605085550	MON-10 am to 1.30
14	Kolkata PAO-II	Shyamal Bhadra	7605085550	MON - 2pm to 4 pm
15	Kolkata PAO-III & Bidhannagar Treasury	Shyamal Bhadra	7605085550	WEDNESDAY
16	Maldah	Probuddha Roy	7044477862	MONDAY
17	Baharampur,Murshidabad	Dipak Podder	7699301995	MONDAY
18	Krishnannagar,Nadia	RAJU GARAI	9332114131	TUESDAY
19	Barasat,North 24 Parganas	R. MAJUMDAR	8479903079	FRIDAY
20	Raiganj, North Dinajpur	Soubhik Bhadra	7477716077	FRIDAY
21	Asansol Treasury, Paschim Bardhaman	Kamalesh Halder	7477716075	MONDAY
22	Purba Bardhaman(sadar,kalna and katwa SD)	Kamalesh Halder	7477716075	FRIDAY
23	Purulia	MITHUN KARMAKAR	7477716073	MONDAY
24	Alipore,South 24 Parganas	Shyamal Bhadra	7605085550	THURSDAY
25	West Midnapore	Sudhangsu Mondal	7477716071	MONDAY