

**Government of West Bengal
Finance Department
Audit Branch, Group T**

No- 3706 F(Y)

Dated, 31st December, 2020

MEMORANDUM

In continuation to Finance Department Memorandum No. 3591-F(Y) dated 22/12/2020 some further information and clarifications regarding process of uploading of KYC in connection with issuance of DSC Class-3 are furnished below:

The Controller of Certifying Authority (CCA), Govt. of India is going to implement revised guidelines with effect from 1st January, 2021 regarding issuance of DSC and then on KYC based Class-3 DSC will be issued.

The KYC Documents (without Video Verification) as uploaded by the DSC users will be approved by the Treasury Officer/Pay & Account Officer/Authorized Signatory (Departmental Nodal officer) up to 31st December, 2020.

After 31st December, 2020, all uploaded KYC Documents will be approved by Treasury Officer/Pay & Account Officer/Authorized Signatory (Departmental Nodal officer) with Video Verification.

1. Type of KYC user:

- 1) Treasury Officer/Pay & Account Officer/Authorized Signatory (Departmental Nodal Officer)
- 2) DSC users (DDOs)

2. KYC Document:

a) KYC for Treasury Officer/Pay & Account Officer/Authorized Signatory (Departmental Nodal Officer):

Scanned Copies of the following documents (No Signature is required)

- 1) Photo (.jpg mode)
- 2) Service ID Card (.pdf mode)
*** (If Service ID Card is not available, latest pay slip with PAN/Joining Letter with PAN)
- 3) Authorized Signatory proof as per prescribed format (.pdf mode)

b) KYC for DSC users:

Scanned Copies of the following documents (No Signature is required)

- 1) Photo (.jpg mode)
- 2) PAN Card (.pdf mode)
- 3) Service I Card/Latest Pay Slip/Joining Letter. (.pdf mode)

3. Approved KYC validity:

KYC Documents are Valid for 2 years from the date of KYC approval.

4. Procurement of DSC:

During the validity period of KYC, Treasury Officer/Pay & Account Officer/Authorized Signatory (Departmental Nodal Officer) is to click on "Issue DSC" button. Then the request will be forwarded to CRG and DSC will be issued.

5. Management of KYC Account of Treasuries:

Treasury Officer will login with the help of user name, PIN and Mobile OTP authentication. All users' documents would appear under 'Process pending KYC' button. These are to be approved/rejected by Treasury Officer/Pay & Account Officer/Authorized Signatory (Departmental Nodal Officer) by clicking on 'Manage KYC Account'. DSC would be issued to the users by clicking on "Issue DSC" button when requirement placed by the users.

6. Duty of CRG Personnel:

After issuance of DSC by Treasury Officer/Pay & Account Officer/Authorized Signatory (departmental Nodal officer), CRG will approve the same. An approval SMS (Application ID and Challenge Code) will be sent to the DSC user.

7. 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 -

1. ICICI Bank
Account No. : 268905000153
IFSC Code : ICIC0002689
Mobile No. : 7890555777
2. State Bank of India,
Account No. : 33196379601
IFSC Code : SBIN0001888
Mobile No. : 9339529341

against the bills submitted by M/s CRG Corporate Services Pvt. Ltd. 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 users would get reimbursement of the paid amount out of allotted fund against Budget Head.

8. Post supply Services:

M/s CRG Corporate Services private limited would render all services in connection with USB token unlock.



Joint Secretary
Finance Department