

Government of West Bengal  
Finance Department  
Audit Branch

No.6101(65)-F(Y)

Dated, 3<sup>rd</sup> December, 2014

To

The Addl. Chief Secretary/Principal Secretary/Secretary,

.....deptt.

Sub: DSC for non-DDO e-NIT authorities

Sir,

Finance Department has made arrangement for supply of 10,000 nos of Digital Signature Certificate (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 since supply of DSC has been discontinued by NIC Certifying Authority (NICCA). 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 for Drawing and Disbursing officers (DDO). The DDO's who act as e-NIT authorities will be able to use the same DSC loaded USB tokens to be issued to them as DDO for e-NIT's too.

Now, the officers who are not DDO's but need DSC to function as e-NIT authorities will have to procure the DSC-loaded USB token through their respective controlling departments. With a view to facilitating smooth processing of the DSC applications and its delivery to the non-DDO e-NIT authorities the departmental FA/DFA may be designated as nodal officer for your department as detailed in item no. (II) of memo. no. 5531-F(Y) dt.5.11.2014. In case of the departments where there is no FA/DFA, one Joint Secretary may be made the Nodal Officer.

List of contact persons with their contact nos are enclosed for your doing the needful. The departments have been clustered FA/DFA-wise for convenience of tagging of the e-Mudhra personnel. Since processing of the DSC applications will be done by the personnel of eMudhra on the spot, their temporary sitting arrangement may be made in your office premises.

The e-NIT authorities who already have valid digital signature certificates (DSC) need not procure the same again [refer to memo no. 6100-F(Y) dt.3.12.2014].

Kindly find enclosed Blank application form for procurement of DSC. The department may make copies of the Blank application form and sample filled-up forms for distribution among the eligible officers who will fill up the blank form and return through the nodal officer to the e-Mudhra personnel.

This is urgent.

Yours faithfully,

(H.K. Dwivedi)  
Principal Secretary



# DIGITAL CERTIFICATE FOR ORGANISATION - APPLICATION FORM



For Subscribers of GOVERNMENT ORGANISATION / AGENCIES / DEPARTMENTS

PLEASE FILL IN BLOCK LETTERS ONLY \*\*\*All fields are mandatory 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

Affix recent passport size photograph of the applicant **duly signed across**

## USB TOKEN

- Required  Not Required

## APPLICANT INFORMATION

Applicant Details  LASTNAME FIRST NAME MIDDLE NAME  
Date of Birth  Gender  Male  Female Nationality

## ORGANISATION DETAILS

Organisation Name   
Department   
Address   
City  State  Pin code   
Telephone  Mobile  Fax No   
PAN of Organisation  PAN of 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



DIGITAL SIGNATURE CERTIFICATE FOR ORGANISATIONS 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 2
- Class 3
- Signature
- Encryption
- 1 Year
- 2 Years
- Required
- Not Required



DETAILS

Name Mr./Ms./Dr.  LAST NAME  FIRST NAME  MIDDLENAME   
 Name Mr./Ms./Dr.  GARA I  CHANDAN   
 Date of Birth  DD/MM/YYYY  Male  Female Nationality  INDIAN

DETAILS

Organisation Name  CRG CORPORATE SERVICES PRIVATE LIMITED  
 Department  INFORMATION TECHNOLOGY  
 Address  62/A VIVEKANANDA NAGAR, BELGHORIA, KOLKATA  
 City  KOLKATA  State  WEST BENGAL  Pin code  700056  
 Telephone  3325410166  Mobile  9339529341  Fax No   
 PAN Of Organisation  PAN of the Applicant  A I I P G 2 4 7 8 C  
 Email ID  C 9 3 3 9 5 2 9 3 4 1 @ G M A I L . C O M

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  03/11/2014  
Place  KOLKATA

CRG CORPORATE SERVICES PRIVATE LIMITED  
Signature of the applicant  
Chandan Garai  
Director

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



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 WB - 52 - 103260

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:

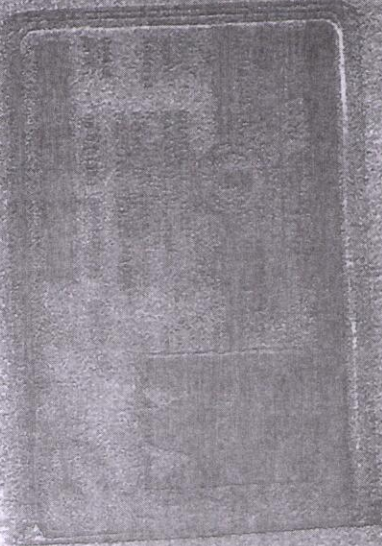
Signature: Tarak Sarkar Name: TARAK SARKAR  
Designation: DIRECTOR Employee Code:  
Department: IT

**TARAK SARKAR**  
**RAFE0001**  
Office Seal and Stamp

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-mudhrs.com

CNS CORPORATE SERVICES PRIVATE LIMITED

*Shankar Srinivas*  
Director





F A-wise distribution

Sl. No	Department (FA/DDFA-wise)	Location	Name of e-mudhra personnel	Contact no.
<b>FA/DDFA</b>				
1	Home Department	Nabanna, Howrah	SANJIT DEY	9804942795
2	Correctional Admn. Deptt	Jessop Bldg.		9804942795
3	Hill Affairs Department	Nabanna, Howrah		9804942795
4	Parliamentary Affairs	Writers' Bldg		9804942795
<b>FA/DDFA</b>				
1	P & AR Department	Nabanna, Howrah	SANJIT DEY	9804942795
2	P.W. Department	Nabanna, Howrah		9804942795
3	I & CA Department	Nabanna, Howrah		9804942795
<b>FA/DDFA</b>				
1	Agriculture Department	Nabanna, Howrah	SANJIT DEY	9804942795
2	Disaster Management	Nabanna, Howrah		9804942795
3	MA & ME Department	Nabanna, Howrah		9804942795
4	L & LR Department	Nabanna, Howrah		9804942795
5	Agriculture (Marketing)	Khadya Bhawan, Mirza Ghalib St.		9804942795
<b>NO FA</b>				
1	Judicial Department	Writers' Bldg	TARAK SARKAR	9330001116
2	Law Department	Writers' Bldg		9330001116
3	Excise Department	Writers' Bldg		9330001116
4	West Bengal L.A.	Assembly House, Kol-1		9330001116
5	Home (IPP) Deptt	Khadya Bhawan, Mirza Ghalib St.		9330001116
6	W.B. Election Commission	18, Sarajoni Naidu Sarani, Kol-71		9330001116
7	Governor House	Raj Bhawan		9330001116
8	Paschimanchal Umayan	Salt Lake		9330001116



9	Planning Department	Salt Lake			9330001116
10	W.B. SSC	Salt Lake			9330001116
11	Food Processing & Industries & Horticulture	Salt Lake			9330001116
12	Sundarban Dev. Affairs	Salt Lake			9330001116
13	Vigilance Commission	Salt Lake			9330001116
14	Human Rights Commission, WB	Bhawani Bhawan, Kolkata -27			9330001116
<b>FAD/FA</b>					
1	Co-operation Department	New Scit Bldg	MOUMITA DEY AND SANJIT DEY		8013490033 & 9804942795
2	Backward Classes Welfare	Salt Lake			8013490033 & 9804942795
3	Woman & Child Dev. Social Welfare	Salt Lake			8013490033 & 9804942795
<b>FAD/FA</b>					
1	Municipal Affairs Deptt	Writers' Bldg	MOUMITA DEY AND SANJIT DEY		8013490033 & 9804942795
2	Urban Dev. (T&CP)	Salt Lake			8013490033 & 9804942795
<b>FAD/FA</b>					
1	North Bengal Dev. Deptt	Writers' Bldg	DOCUMENTS ARE TO BE SENT TO DM OFFICE ON SCHEDULE DATE		
<b>FAD/FA</b>					
1	Self Help Group & Self-employment	East India House, Abdul Hamid St	MOUMITA DEY AND SANJIT DEY		8013490033 & 9804942795
2	R.R. & R Department	Writers' Bldg			8013490033 & 9804942795
3	Transport Department	Paribahan Bhawan, RN Mukherjee Rd.			8013490033 & 9804942795

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<b>FA/DFA</b>					
1	Water Resource Investigation Department	Khadya Bhawan, Mirza Ghailib St.	SUJAN MONDAL	9641965295	
2	Labour Department	East India House, Abdul Hamid St		9641965295	
3	Civil Defence	Salt Lake		9641965295	
4	Fire & Emergency Service	Salt Lake		9641965295	
<b>FA/DFA</b>					
1	Sports Department	New Scit Bldg	SUJAN MONDAL	9641965295	
2	Youth Services	32/1, BBD Bag(S)		9641965295	
3	Tourism Department	New Scit Bldg		9641965295	
4	Statistics & Programme Implementation Deptt	New Scit Bldg		9641965295	
<b>FA/DFA</b>					
1	Commerce & Industries	4, Camac St, Kol-71	SHIKHA BISWAS	9038721341	
2	Information Technology	4, Camac St, Kol-71		9038721341	
3	Public Enterprise Deptt	Writers' Bldg		9038721341	
4	Industrial Reconstruction Deptt	Writers' Bldg		9038721341	
<b>FA/DFA</b>					
1	Power & NES Department	New Scit Bldg	SHIKHA BISWAS	9038721341	
2	Housing Department	New Scit Bldg		9038721341	
3	Public Health Engineering	New Scit Bldg		9038721341	
<b>FA/DFA</b>					
1	Food & Supplies	Khadya Bhawan, Mirza Ghailib St.	SHIKHA BISWAS	9038721341	
2	M&SSE&T Deptt	Hemanta Bhawan, BBD Bag (East)		9038721341	



	Consumer Affairs	Khadya Bhawan, Mirza Ghalib St.		9038721341
<b>F/DF/A</b>				
1	Animal Resource Dev.	Salt Lake	SHIKHA BISWAS	9038721341
2	Forest Department	Salt Lake		9038721341
3	Fisheries Department	Salt Lake		9038721341
4	Environment Department	Salt Lake		9038721341
<b>F/DF/A</b>				
1	Irrigation & Waterways	Salt Lake	NIRMAL BISWAS	9800964672
2	Science & Technology	Salt Lake		9800964672
3	Bio – Technology Deptt	Salt Lake		9800964672
<b>F/DF/A</b>				
1	Health & Family Welfare	Salt Lake	CHANDAN GARAI	9339529341
<b>F/DF/A</b>				
1	Panchayat & R.D. Deptt	Salt Lake	CHANDAN GARAI	9339529341
<b>F/DF/A</b>				
1	Higher Education Deptt	Salt Lake	CHANDAN GARAI	9339529341
2	School Education (Primary)	Salt Lake		9339529341
3	School Education (Secondary)	Salt Lake		9339529341
4	Mass Education & Extension Deptt	Salt Lake		9339529341
5	Technical Education & Training	Kolkata - 156		9339529341

