



Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
Room No. 203, 2nd Floor, Mahalekha Niyantrak Bhawan
Block - E, G.P.O. Complex, I.N.A., New Delhi-110023

No. MF.CGA/Admn/DSC/2017-18/ 508-515

Dated: 25.07.2019

OFFICE ORDER

In the process of implementation of e-office Digital Signature Certificates (DSC) is a pre-requisite for signing of online documents. The DSCs were obtained from (n)-Codes solutions and issued to all the Officers/Officials in the Office of CGA.

2. It has been observed that various officers/officials in the O/o CGA have lost/misplaced their Digital Signature Certificate (DSC) issued by this office.
3. The DSCs issued to the Officers/Officials is done on the cost borne by the exchequer hence, is a Government property. The loss of DSC may be treated at par with the loss of Identity Card and reported upon, as it can be misused, if fallen in wrong hands and lead to unscrupulous activities.
4. To ensure more security and streamline the administrative issues relating to effective implementation of e-office/e-payments in the O/o CGA, following instructions are laid down for strict compliance by all officers and staff:-
 - i. The holder of DSC is solely responsible for the protection of key and ensuring functionality of his/her key. However, in cases of Theft/Loss/misplacement of DSC, the matter should be reported immediately in writing (alongwith the necessary documentation i.e. FIR etc.) to Admn./Reporting officer and the same must be deactivated/disabled on e-office and PFMS immediately;
 - ii. In case of transfer/retirement of any officer/staff (Gr. 'A'/Gr. 'B'/Gr. 'C'), his/her DSC and user id should be deactivated/formatted as the case may be;
 - iii. Revocation must be done from the issuing authority;
 - iv. All cases of theft/loss/misplacement in more than 2 occasions will be viewed seriously and the cost of DSC will be made good from the concerned officer/staff;
 - v. Copy of all such movements as mentioned in para (ii), should be endorsed to the Nodal officer: e-office i.e. Sr. A.O. (Cash), O/o CGA and it may be mentioned in 'No Dues Certificate'/Last Pay Certificate.

This issues with the approval of the Competent Authority.


(Jagmohan)

Sr. Accounts Officer(Admn.)

Copy to :-

- i. PS to CGA, O/o CGA, New Delhi.
- ii. PS to All Addl. CGAs, O/o CGA, New Delhi.
- iii. PS to All Jt. CGAs, O/o CGA, New Delhi.
- iv. PA to All Dy. CGA, O/o CGA, New Delhi.
- v. PA to ACGAs,/ACAs, O/o CGA, New Delhi.
- vi. Sr. AO, ITD, O/o CGA, New Delhi - for uploading on CGA's website.
- vii. Sr. AO (Cash)& Nodal officer:e-office O/o CGA, New Delhi.
- viii. All Section in O/o CGA, New Delhi.
- ix. Guard File.