No. MF-CGA/ITD/07/11/2008-09/e-payment/
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

7th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Dated, the 4th December 2008

OFFICE MEMORADUM

Subject: Steps to be followed in procuring the Digital signature certificate for PAO on USB I-Key tokens.

Sir/Madam,

This office is receiving queries from various PAOs/ PrAOs in respect of the process to be followed for obtaining the Digital Signature certificate and burning of the same in the USB I-Key tokens. A detailed process steps to be followed has been prepared by NIC division O/o CGA (Copy enclosed).

You are requested to kindly circulate it among all your PAOs so as to enable them to procure the Digital Signature Certificate and have it burnt on the USB I-Key tokens. A copy of the process flow is also available in the website http://cga.nic.in/ in the link "IT related Orders and Circulars".

(Jaideep Mishra)
Dy CGA

Copy to:
All PrCCAs/CCAs/CAs/Dy CAs (holding independent charge)

Process to be followed for Obtaining Digital Signature Certificates (DSC) for PAOs on USB I-Key Tokens

The CGA's Office has decided to implement e-payments in all their Pay and Accounts Offices in different ministries and departments of the Govt. of India after the successful pilot run in PAOs of the Ministry of Agriculture, Govt. of India. The COMPACT software developed by the Accounts Informatics Division has been facilitated with an e-payment module to facilitate electronic payments through digital signatures. The Pay and Accounts Offices of respective ministries have been instructed by the Office of the Controller General of Accounts to procure DSC from NIC CA on USB I-Key tokens through their respective NIC Divisions/Units.

The procedure for obtaining the Digital Certificate (DSC) and the role and responsibility of the Applicant, the Principal Accounts Office, the Concerned NIC Division and NIC-CA is as outlined below:

Step 1: Responsibility of the concerned PAO / Principal Accounts Offices

1. Download the Digital Certificate Application Request form from the site http://nicca.nic.in.
2. A recent Passport photograph will have to be pasted in the application form and all the particulars are to be filled up in the form as required. The **DSC Specifications** to be indicated in the form are as follows:
   Class of Certificate Required: Class II
   Certificate Type: Individual (Signing)
   Certificate Validity: as mentioned in the application form.
3. Once all particulars are filled up, get the form forwarded by the Chief Controller of Accounts / Controller of Accounts of respective ministries and the forward the same to the HOD of the NIC Division of the Ministry.
4. Procure the DSC Media as per specifications listed below from vendor of Safenet Technologies / Rainbow / Alladin / etc. The approximate cost would be about Rs. 600/- – 700/-.

   I-Key USB Token Specifications: I-Key 2032

   After the PAO has procured the media, it may be retained with the PAO and does not need to be sent to the NIC Division along with the forwarded application mentioned in Step 3.

Step 2: Responsibility of the concerned HOD of NIC Division of Ministry/ Deptt.

5. The HOD of NIC, Division on receipt of the application will sign and seal at the appropriate palce in the form after verification and then forward the filled in form to **NIC Certifying Authority (NIC-CA)**.

Step 3: Responsibility of NIC Certifying Authority (NIC-CA).

6. The NIC-CA will then forward the userid and password which will be created for the applicant to the e-mail address mentioned in the application form and the public key will be made available for download.

Step 4: Responsibility of Applicant and NIC Division of concerned Ministry

7. The applicant will in turn log in to https://nicca.nic.in using the userid and password send to him through e-mail and change the password. After changing the password he will have to initialize the USB I-Key 2032 Token and download the public key from the site into the token. In this process the user may take the help of concerned NIC Division to help him in writing the public key into the USB token. NIC Division is request to provide necessary help as required.

Step 5: Responsibility of NIC Certifying Authority (NIC-CA).

8. Once the public key is written successfully on the I-key, the NIC-CA will provide the private key (of the key pair) for download within 1 working day. In turn the applicant will also be sent an **activation Key** to his e-mail box as mentioned in the application form.

Step 6: Responsibility of Applicant and NIC Division of concerned Ministry

9. The Applicant will note down the activation key and approach the concerned NIC Division to write the private key in the same I-Key USB token where the public key was written earlier. This has to be carried out from the same computer system as the public key was burnt earlier. Once the private key is burnt successfully, the DSC may be handed over to the applicant. For any clarifications about writing of DSC on USB token, NIC divisions may approach the NIC-CA division for further clarifications and guidelines.