GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 37122/F, Dt. 01-11-2019
FIN-TRY-MTN-0002-2017

Sub: Introduction of Digital Signature in generation of Sanction Orders by sanction communicating authorities, online submission of Bills by the Drawing & Disbursing Officers (DDOs), processing of Pension Applications at the level of Head of Office and Pension Sanctioning Authority (PSA).

Integrated Financial Management System (IFMS) Odisha provides an electronic platform for generation of sanction orders, online submission of bills and Pension application processing at the level of Head of Office and Pension Sanctioning Authority (PSA). In the present process, even if the above activities are carried through online system, the print copies are manually signed by the sanction communicating authorities, Drawing & Disbursing Officers (DDOs), Head of Offices and Pension Sanctioning Authorities (PSAs), as the case may be. It is seen that authorities have to put multiple signatures for single activity in various pages of the printed document. In order to avoid the inconvenience and procedural delay in delivery of services, IFMS Odisha in adherence to the principle of 5T aims to achieve end to end digital transaction with less use of papers. An important milestone in this direction has been achieved by enabling IFMS Odisha to accept Digital Signature of the Sanction Approving Authorities, DDOs, Head of Offices and PSAs for discharging their responsibility. The detailed process involved for use of Digital Signature by various stakeholders is outlined below:

Use of DSC by the Sanction Communicating Authorities:

A detailed communication regarding the generation of electronic sanction order from IFMS was issued earlier by the Finance Department vide Office Memorandum No. 33639/F, Dt. 13.12.2016. The referred O.M. provides that the digitally signed sanction orders are not required to be ink signed manually.

The facility for signing of the sanction order using the DSC will be available in the Approver login of the sanction order module. The Officers assigned with such responsibility need to use Class-2 DSC Certificate issued by Controller of Certifying Authority (CCA). There is no further requirement for ink or manual signature of the Competent Authority if the sanction order is signed using the DSC. The PDF with digital signature can be attached to the bill by the DDO at the time of submission of online bill. This can also be sent directly to various stakeholders through the e-Despatch without scanning of the printed copies. However, the printed copies of the sanction orders with digital signature need to be attached to the physical bill to be submitted to the
Treasury. IFMS will provide read-only facility to all the relevant stakeholders for subsequent action at their end in respect of the sanction order with digital signature.

Use of DSC by the DDOs:

Drawing & Disbursing Officer (DDO) can use Class-2 Digital Signature to submit their bills to the respective Treasuries. The attachment to the bill such as: certificates, sub-vouchers, sanction orders (which are not generated in IFMS) or other documents etc. can be uploaded as per the prescribed technical specification in a PDF file (file size should not exceed 2 MB) and digitally signed by the DDO (Approver).

In such cases, no physical signature of the DDO is required on the body of the bill. However, DDOs will have to take the printout of the bill and submit it to Treasuries in their respective Book of drawals along with the attached documents. In the present process, in online submission of bills, the token number generated by the system appears in the pre-printed bill. In the new process, after the Digital Signature of the DDO, no change can be made to the electronic document generated. Hence, the token number will not appear in the pre-printed bill. The Treasury token number would however be available to both the DDOs and the Treasury in their respective interfaces of IFMS. The DDO may manually write down the token number. In case, the DDO has not written the token number, the Treasury can fetch the token number after entering the Reference ID available in the list of beneficiary and note down the token number on the body of the bill. The Treasury should not object to any bill on the ground that the token number is not pre-printed, if it has been digitally signed and there is a reference ID number.

Treasury will accept these bills and process the claims at their end. Facility has been provided at the level of Dealing Clerk/Accountant/Treasury Officer to view the attachments with the bill. In this regard, a new “Attachment Button” has been provided in the Treasury interface of IFMS relating to “Bill Checking”. The details of the attachment in PDF format can be viewed by clicking on the “Attachment Button”. Treasury Officer shall approve the bill using his/her Digital Signature for those bills which have been submitted digitally.

Facility has been provided at the level of Dealing Clerk, Accountant and Treasury Officer in IFMS to view and verify the authenticity of the digitally signed sanction order/Bill. In case Treasury Officers desires further to ascertain the authenticity of the digitally signed copy of sanction order or claims submitted by the DDOs, they may book a mantis or take the support from Help Desk of this Directorate.

The Treasury Officer will submit the vouchers to AG (A&E), Odisha in the usual process along with the accounts. The bill which has been digitally signed should bear a separate seal in the Treasury as an interim measure for better segregation of the digitally signed vouchers from that of the ink signed one.
Use of DSC by the Head of Office and Pension Sanction Authority:

Procedure for online submission and processing of pension application from the level of Head of Office and Pension Sanctioning Authority to the AG (A&E), Odisha has been laid down in F.D. O.M. NO. 32888/F, dt. 13.11.2017. The pension applications processed as per the above instructions can be digitally signed at the level of Head of Office and Pension Sanctioning Authority (PSA). The relevant documents which are required to be submitted along with the pension application papers and are required to be signed by the Head of Office manually can now be scanned, uploaded and digitally signed in the online pension application processing system of IFMS. After digital signature, the pension applications can be forwarded by the Head of Office to the PSA. In such cases, where the digital signature of Head of Office has been made, the printed copies of the pension applications are not required to be sent to the PSA. The PSA can download the application received from the Head of Office for the purpose of processing it in the official record, communicating the approval of pension proposal and forwarding the same to the Pension Issuing Authority, AG (A&E), Odisha under his digital signature in the online platform. Physical copy of pension sanctioned and the related documents need not be sent to AG (A&E), Odisha in case it is digitally signed by the PSA in the online pension application module of IFMS. However, in the absence of e-Service Book, the physical service book of the retiring employee has to be sent in hard copy along with a forwarding letter to the AG (A&E), Odisha.

Procedure for obtaining Digital Signature Certificate:

Class-2 Digital Signature is required for use of the aforesaid functionalities of IFMS. The Officers who have to perform the above functionalities in their offices can use the existing DSC available with them provided they belong to the same category (Class-2). For all others, Directorate of Treasuries and Inspection, Odisha will provide the DSCs on requisition for the first occasion. The requisition for DSC can be given in the enclosed format at Annexure-I to the Treasury Officer of the Treasury to which the concerned office is attached. They are required to submit applications in the enclosed format to the Treasury Officer since the Digital Signature will be issued in the name of authorities using it. They would also require to registers their DSC in the IFMS Application.

Training & Support:

Treasuries will provide necessary handholding, training and support for filling up of the DSC application form as well as use of DSC after the same is received. Treasuries will also provide necessary technical support for registration of the existing DSC holders.

Amendment to Codes and Procedures:

Treasury Code, Odisha General Financial Rules, O.C.S. Pension Rules, other Rules and Codes etc., Notifications and Procedures laid down in various instructions of
Government from time to time specifying the requirement for ink signature will now stand amended to ink or digital/electronic signature, as the case may be.

Implementation:

The provisions prescribed in the aforesaid Office Memorandum will be implemented on the date of issue. However, bills, sanction orders and pension applications already processed using DSC at the time of testing the new functionality will be deemed to be guided by the provisions of the aforesaid Office Memorandum.

Principal Secretary to Government
Memo No. 37123 /F, dated 01.11.2019

Copy forwarded to the Principal Resident Commissioner, Odisha, New Delhi for information & necessary action.

Under Secretary to Government

Memo No. 37124 /F, dated. 01.11.2019

Copy forwarded to All Departments of Government/ All Heads of Department/ All Revenue Divisional Commissioners/All Collectors for information and necessary action.

Under Secretary to Government

Memo No. 37125 /F, dated 01.11.2019

Copy forwarded to Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Revenue officers’ Training Institute, Bhubaneswar / Principal, Secretariat Training Institute, Bhubaneswar/ Principal, Odisha Shorthand & Type writing Institute, Bhubaneswar for information and necessary action.

Under Secretary to Government

Memo No. 37126 /F, dated 01.11.2019

Copy forwarded to Principal Accountant General (A&E), Odisha/Deputy Accountant General, Puri / Accountant General (G&SSA), Odisha, Bhubaneswar/Accountant General (E&RSA), Odisha, Bhubaneswar for information and necessary action.

Under Secretary to Government

Memo No. 37127 /F, dated 01.11.2019

Copy forwarded to the Director of Treasuries and Inspection, Odisha, Bhubaneswar /Controller of Accounts, Odisha, Bhubaneswar/All Treasury Officers of District Treasuries /Special Treasuries/Sub-Treasuries for information & necessary action.

Under Secretary to Government

Memo No. 37128 /F, dated 01.11.2019

Copy forwarded to all Officers / all Branches of Finance Department for information & necessary action.

Under Secretary to Government

Memo No. 37129 /F, dated 01.11.2019

Copy forwarded to State Head Portal, Secretariat with a request to upload the copy of the circular in Finance Department website (www.odisha.gov.in/finance) for general information.

Under Secretary to Government
To

The Treasury Officer,

Sub: Requisition for Digital Signature Certificates (DSCs)

Madam/ Sir

In pursuance to Government in F.D. O.M. No-__________/Dt.__________, I am submitting here with ______ numbers of Applications for supply of DSCs in favour of the employees as mentioned below:

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<th>Sl.No.</th>
<th>Name of the Applicant</th>
<th>Official Designation</th>
<th>HRMS ID</th>
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<th>E-MAIL ID</th>
<th>User IFMS Module</th>
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Signature

(Drawing & Disbursing Officer)

DDO-Code:
APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE

FOR GOVERNMENT ORGANIZATION

Application ID: (S) _______ (E) _______

(For Office Use Only)

PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY


APPLICANT INFORMATION

Applicant Name

Date of Birth: _______ Gender: Male __ Female __ Nationality: INDIAN

Organisation Name

Department

Org Address

City

Pin code

State

PAN of Applicant: _______ Mobile: _______

IEC Code: _______ Branch Code: _______

(NOTE: applicable only for digit certificate)

DOCUMENT PROOF (attested by Authorized Signatory of the Organization)

Document required:

☑ Copy of Applicant’s Government ID Card / Letter from Organization / Pay Slip

☑ Authorized Signatory Organisational ID Card / Self-Attested Letter of Organisational Identity

☐ Copy of PAN Card of Applicant, if PAN provided

☐ Copy of Import Export Certificate (NOTE: Mandatory only for DGFT)

DECLARATION BY APPLICANT

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 form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date: _______ Place: _______

Signature of the applicant

(As in ID proof / Blue ink Only)

AUTHORIZED

I hereby authorize this application on behalf of the organization. I hereby confirm the mobile number of applicant given above. In case of class 3, I confirm the Physical Verification of Applicant.

Authorized Signatory (Sign and Seal)

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. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

Date: _______ RA Name, Code & Seal: _______

Signature of RA: _______

eMudhra Limited, 3rd Floor, Sai Arcade, 56, Outer Ring Road, Devarabeesanahalli, Opp Intel, Bangalore 560 103, Karnataka. Phone: +91 80 4615 6902 Fax: +91 80 4227 5306. Email: info@e-Mudhra.com Website: www.e-Mudhra.com.