

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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**No. 2724/F,                      Date: 24.01.2020**

FIN-TRY-MISC-0012-2019

From

**Sri Ashok K. Meena, IAS  
Principal Secretary to Government**

To

**All Additional Chief Secretaries/  
All Principal Secretaries/  
All Commissioner-cum-Secretaries/  
All Departments/  
All Heads of Department / All Collectors**

**Sub: Mandatory use of Digital Signature by the Drawing & Disbursing Officers of your establishment for submission of claims to the Treasury in IFMS from January, 2020.**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the Integrated Financial Management System (IFMS) Odisha has been enabled for use of Digital Signature at the time of submission of all claims to the Treasury in IFMS. It has been decided to implement for use of Digital Signature at the level of Drawing & Disbursing Officers (DDOs), Sanctioning Authorities and Pension Sanctioning Authorities (PSAs) belonging to the Administrative Departments, Heads of Department and all Collectors respectively in the month of January, February and March, 2020. Directorate of Treasuries and Inspection is providing Digital Signatures to all the above authorities of the Administrative Departments, Heads of Department and all Collectors after obtaining necessary documents.

Out of the 49 nos. of DDOs of Special Treasury No. II, OLA Campus, 36 nos. of DDOs have already registered their Digital Signature Certificates with IFMS. Officers from the Directorate of Treasuries and Inspection are repeatedly pursuing the Departmental Authorities to submit their documents and obtain the Digital Signature Certificate for use in IFMS. A detailed instruction, FAQs and User Manual for use of

Digital Signature Certificate by Departmental Authorities will be issued by the Directorate of Treasuries and Inspection and will be available in IFMS Portal.

You are, therefore, requested to kindly instruct the DDOs of your establishment to submit their forms, if they have not submitted for issue of Digital Signature Certificate and to register their DSC in IFMS. If they have received the DSC or are already in possession of Class-II Digital Signature Certificate from any other sources, the DDOs are required to submit their claims to the Treasury using their Digital Signature Certificate mandatorily from January, February & March, 2020 for Administrative Departments, Heads of Department and Collectors respectively following the detailed procedure.

Yours faithfully,

**Sd/-**

**Principal Secretary to Government**