GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE AND COLLECTOR,
HOOGHLy.

No. 6(c) 288

Dated, 17/11/2014

MEMORANDUM

Sub: Procurement of Digital Signature Certificate (DSC) by the DDOs in connection with e-Pradan module of IFMS.

The e-Pradan module of IFMS is going to be implemented in the district of Hooghly w.e.f. 1st January, 2015 as specified in Memo No.4905-F(Y) Dated- 17.09.2014.

The Digital Signature Certificate (DSC) will have to be provided to each approver of e-Pradan module to enable them to perform their assigned role in this module. Now, as decided by Finance Department vide Memo No.5531-F(Y) Dated- 05.11.2014, M/S eMudhra Consumers Services Limited has been selected as the Licensed Certifying Agency (CA) as the supplier of DSC along with USB token (dongle) to Drawing and Disbursing Officers (DDO).

As such, all the DDOs drawing funds from the treasuries of Hooghly – I, Hooghly – II, Chandernagore, Sreerampore – I, Sreerampore – II and Arambagh are directed to fill in the annexed application form and return it along with required documents on 19th and 20th November, 2014 positively to the Additional Treasury Officer, Hooghly Treasury-I, Treasury Building, Office of the District Magistrate and Collector, Hooghly.

Time limit as set out in the above para should strictly be adhered to.

This may be treated as extremely urgent.

As per discussion with ADM (S) Hooghly
Dist. Informatic Officer is requested to upload these orders in District website.

Treasury Officer
Hooghly Treasury-I

District Magistrate,

Hoochly.
Memo No. 6(e) 288/1(10)

Copy forwarded for information and necessary action to:

1. The Sub - Divisional Officer, Sadan Chandan Nagore, Sheerampore, Atambagh
   He is requested to inform all the DDOs to collect and submit the filled in DSC application
   forms (e-mailed to you) to Additional Treasury Officer, Hooghly Treasury - I within 19th
   November, 2014 for issuance of DSC without any fail.

2. The Treasury Officer, All
   He is requested to inform all the DDOs to collect and submit the filled in DSC application
   forms (e-mailed to you) to Additional Treasury Officer, Hooghly Treasury - I within 19th
   November, 2014 for issuance of DSC without any fail.

3. The D.D.O.

Dated - 17/11/2014

District Magistrate,
Hooghly, 11/11/2014
DIGITAL CERTIFICATE FOR ORGANISATION - APPLICATION FORM

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
O Class 2 Signature
O Class 3 Encryption

TYPE
VALIDITY
USB TOKEN
O Signature
O 1 Year
O Required
O Encryption
O 2 Years
O Not Required

APPLICANT DETAILS

Name Mr./Ms./Dr. [LAST NAME ] [FIRST NAME ] [MIDDLENAME ]

Date of Birth DDMMYYYY Male
O Female Nationality INDIAN

ORGANISATION DETAILS

Organisation Name
Department
Address

City State Pin code

Telephone Mobile Fax No

PAN Of Organisation PAN of the 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
☐ Post Office ID Card  ☐ Bank Account Passbook*

ID Number _________________________________

AUTHORISATION LETTER

To,
eMudhra Consumer Services Limited
3rd Floor, Sai Arcade, 56 Outer Ring Road
Deverabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4335 0000

Dear Sir,

Sub: Authorisation letter for obtaining Digital Signature Certificate.

Date: __________

(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 2 Organisation  ☐ Class 3 Organisation

Details of Executive Authorising the applicants:

Signature: ________________________________
Designation: ______________________________
Department: ______________________________

Name: ________________________________
Employee Code: __________________________

Office Seal and Stamp

Contact Details

eMudhra Consumer Services Limited, 3rd Floor, Sai Arcade, 56 Outer Ring Road, Deverabeesanahalli, Opp Intel, Bangalore 560 103. Karnataka
Phone: +91 80 4335 0000 Fax: +91 80 4227 5306 Email: info@e-mudhra.com Web: www.e-mudhra.com
FOR DSC APPLICATION REQUIRED 2 DOCUMENTS ONLY:

1) Photo copy of one ID Proof duly signed and sealed by applicant. (Government ID card (Having Applicant's Sign/PAN card))

2) Authorisation letter signed and sealed by other officer.

*After receiving physical papers You will down load Certificates in USB token with the help of sms or an email guideline*

PLEASE SEND YOUR READY FORM TO OUR REGD. ADDRESS:

CRG CORPORATE SERVICES PRIVATE LIMITED
**REGD. ADDRESS:**
52/A, VIVEKANANDA NAGAR, BELBHORIA, KOLKATA-56
CONTACT-9330001116/9339529341/03325410166

**CORPORATE ADDRESS:**
57/H/1,MORT LANE,2ND FLOOR, BEHIND JYOTI CINEMA HALL.KOL-13
CONTACT: 033 65333304
Application ID (For Office Use Only)
Signature

Encryption

CLASS

☐ Class 2
☐ Signature
☐ 1 Year
☐ Required

☐ Class 3
☐ Encryption
☐ 2 Years
☐ Not Required

DETAILS

LAST NAME
CHANDAN

FIRST NAME
GARAI

MIDDLE NAME

Date of Birth
DECEMBER

Gender
Male

Nationality
INDIAN

Organisation Name
CRG CORPORATE SERVICES PRIVATE LIMITED

Department
INFORMATION TECHNOLOGY

Address
52/A, VIVEKANANDA NAGAR, BELGHORIA, KOLKATA

City
KOLKATA

State
WEST BENGAL

Pin code
700056

Telephone
3325410156

Mobile
9339529341

Fax No

PAN Of Organisation

PAN of the Applicant
AIIPG2478C

Email ID
9339529341@GMAIL.COM

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

Seal & Stamp (if any)

Signature of the applicant

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).

- O Passport
- O Driving License
- O Post Office ID Card
- O Bank Account Passbook*
- O PAN Card
- O Government ID Card (Having Applicant’s Sign)

ID Number: WB - 52 - 103260

To,

eMudhra Consumer Services Limited
3rd Floor, Sal Arcade, 56 Outer Ring Road
Devarabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4336 0000

Dear Sir,

Sub: Authorisation letter for obtaining Digital Signature Certificate.

This is to certify that Mr. Mrs. Miss. CHANDAN GARAT (Certificate applicant) has provided correct information in the ‘Application form for issue of Digital Signature Certificate’ to the best of our 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 applicant:

Signature: TARAK SARKAR
Designation: DIRECTOR
Department: IT

Name: TARAK SARKAR
Employee Code: RAFE0001
Office Seal andStamp

eMudhra Consumer Services Limited, 3rd Floor, Sal Arcade, 56 Outer Ring Road, Devarabeesanahalli, Opp Intel, Bangalore 560103, Karnataka
Phone: +91 80 4336 0000 Fax: +91 80 4227 5300 Email: info@e-mudhra.com Website: www.e-mudhra.com

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