

No. A-17013(11)/3/2014-RBCC-Part(1)

Date:2/22/17

**Government of India
Ministry of Railways
(Railway Board)**

Office Memorandum

Sub: Issuance of Digital Signature Certificate (DSC) for e-Office application.

1. The Ministry of Railways shall be implementing paperless working starting from 01/04/2017. This shall be done using the eOffice eFile module.
2. Users shall be required to use Digital Signature Certificate's (DSC) to digitally sign eFiles. Hence, all eOffice users are required to apply for DSC's immediately.
3. The process of application and issue for DSC is as below:
 - 3.1. The Convener of each directorate shall ensure that all users of their respective directorate apply for the digital signatures by filling the required application forms complete with the annexures and the forwarding letter.
 - 3.1.1. The PDF copy of the application form for DSC's and the forwarding letter, is available at the REIS site at <http://www.reis.railnet.gov.in>
 - 3.2. The Convener shall:
 - 3.2.1. Ensure that all users fill the application form correctly. (A filled sample copy of the application form also is provided for guidance on the REIS site.) The following data shall be mandatorily entered on the application form as demonstrated, on the top right of the form.
 - 3.2.1.1. **Name and RUID of the user**
 - 3.2.1.2. **Ministry of Railways**
 - 3.2.1.3. **Service & Batch**
 - 3.2.2. Collate the filled application forms and summarize the same on the covering letter.
 - 3.2.3. Submit the collated bundle alongwith the covering letter to RBCC.
 - 3.3. RBCC shall handover the filled form to the Certifying Agency (CA) for provisioning the DSC.
 - 3.4. The DSC's shall be delivered to the nominated RBCC personnel, who shall then inform the respective Conveners for collection of the same.
 - 3.4.1. A signed receipt shall be maintained for taking over the DSC's.
 - 3.4.2. All DSC's shall be maintained securely by the holder. **(This is important as DSC signed documents have identical implications as that of signed paper documents.)**
 - 3.4.3. Any missing DSC's vis-à-vis to the applications submitted shall be immediately reported.
 - 3.5. Each Convener shall ensure that the DSC's are handed over to the correct person and are duly receipted and taken over. The copy of the receipts shall be maintained by the respective directorate.

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4. All Conveners to ensure that applications for DSC's, for all users of their respective directorates, shall be submitted at RBCC latest by 3rd March-2017.

Mishra
22/02/2017

Dir ME/C&IS
& Convener eOffice
Project Task Force

Copy to:

- i) PSO's to CRB, FC, ME, MTR, MRS, MS & MT
- ii) DG/RPF, DG/RHS, DG/PERS, DG/S&T & DG/RS
- iii) Secretary, Railway Board
- iv) All members of Project Steering Committee
- v) All Additional Members/Advisors
- vi) All ED's/JS (Conveners for e-Office implementation)
- vii) All members of Project Task Force.

Signature valid

Digitally signed by MILESH
MISRA
Date: 2017.02.22 16:05:43 IST
Reason:

