

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Office Order No.107 of 2018

Sub: Reimbursement of amount against self purchase of Digital Signature Certificate (DSC)

Class 2 Digital Signature Certificate (DSC) was provided to all Officers/staff of Railway Board for signing of electronic file in e-Office application and for signing of APAR in SPARROW (JAG & above officers). Validity of DSC is for 2 years. As SPARROW application has been implemented for all Gazetted officers of Indian Railways for filing their online APAR, a comprehensive DSC policy has been approved and circulated to Zonal Railways.

As per extant DSC policy, Officers/staff can procure DSC for themselves from vendors enrolled by Controller of Certifying Authority (CCA) under Ministry of Electronics & Information Technology, sole authority to enrol vendors. Cost of DSC will be reimbursed to respective officer/staff as per the rates available on the GeM's website, a Government e-Market portal. Board (MT) has approved the reimbursement of self purchase DSC amount for Railway Board officials.

2. The following guidelines may be adhered to by the applicant for reimbursement of self purchase DSC:-

1. New DSC can be purchased 15 days (maximum) before expiry of current DSC.
2. Purchase DSC from vendors enrolled in Controller of Certifying Authority (CCA). List of enrolled vendors are available on CCA website i.e cca.gov.in under Licensed CAs.
3. Fill the reimbursement form online from his/her own profile on REIS website i.e. reis.railnet.gov.in (like leave application form).
4. Write RUID, Name, Designation and Mobile no. on the invoice received from

File No.A-17013(15)/2/2017-RBCC

the vendor.

5. Print the filled form, sign, then scan alongwith invoice.
6. Diarise the scanned documents i.e form and invoice as receipt in e-Office and sent it to Mr. Krishan Kant, Programmer/RBCC.
7. Send the signed form alongwith original invoice & a copy of invoice to RBCC.

3. All concerned may note that the complete onus of ensuring and certifying authenticity and correctness of submitted documents shall be with the concerned official. Moreover, complete ownership of DSC will be vested with Railways.

4. The above issues with the approval of competent authority.

No.A-17013(15)/2/2017-RBCC
Dated: 17/10/2018


(Gaurav Sharma)
Dir.ME/C&IS

All Officers and Branches of Board's Office, Metro Bhawan and at Dayabasti.

Signature valid

Digitally signed by GAURAV
SHARMA
Date: 2018.10.17 10:55:47 IST
Reason: Approved