



## **ION**

### **Sub : Digital Signatures (DSC) for Legal Officers**

The DSCs are required by various Legal Officers for creating or canceling charge of KSFC on properties hypothecated to KSFC, in such accounts where the borrower is Limited Company registered with Registrar of Companies. Each DSC is generally valid for 2 years. Till now DSCs were issued to various Legal Officers of KSFC by the IT Department through an Onsite Administrator. However, we have observed following issues in this regard.

1. KSFC has to buy a minimum of 25 DSCs if the DSCs are to be issued at IT Department. But, the actual number of DSCs required is less than 25.
2. For the Onsite Administrator arrangement, the existing DSC vendor, M/s Safescrypt charges around Rs 2,500/Unit, whereas DSCs are available for as low as Rs 1,200/Unit. They also have informed that henceforth they will charge an additional amount of Rs 25,000 for the Onsite Administrator Account and this amount is about 40% of the total cost of 25 DSCs. It is not necessary to pay such a huge amount if we can do away with Onsite Administrator System.
3. The DSCs are issued to various Legal Officers on different dates. It is essential that the concerned Legal Officer should have regular watch on the expiry date of the DSC. As this is not followed, there are many Officers keeping invalid DSCs. They come to know about this only while trying to use such DSCs. As DSCs with expired date can not be used to sign any form, the same causes inconvenience to both Borrower and KSFC. It is also not possible for IT Department to keep track of the expiry dates of 25 DSCs which were issued on different dates.

Considering all the above aspects it is decided to decentralise procurement of DSC. Any Legal Officer who wishes to purchase a DSC can visit the site [www.digitalsignature.in](http://www.digitalsignature.in). The steps involved in purchasing the DSC are given vide annexure-I. Those Officers already having DSC can purchase only the DSC without e-Token when the existing DSC expires. Other Officers need to buy DSC with e-Token. The DSC will be sent to the concerned



Officer by e-mail and the e-Token will be sent through courier. The concerned Legal Officers are hereby authorised to claim reimbursement of total cost involved in procuring the DSC. They are also advised to buy DSCs with 2 years validity. The responsibility of keeping track of expiry date of DSC and getting the same renewed rests with concerned Legal Officer. For any assistance/ clarifications, the Legal Officers may contact AGM (IT).

**EXECUTIVE DIRECTOR (F)**

To :

All BMs

All ZMs / DGM of Super 'A' Branch

All Principal Officers / Section Heads in HO

All General Managers - For information

Executive Director (O) - For information

Chairman &

Managing Director - For kind information



## ANNEXURE -I

### Instructions for getting Digital Signature

1.	Obtain the <b>Application Form</b> from the following links. PDF : <a href="http://www.digitalsignature.in/Destiny-MTNL-Class2-DSC-Form.pdf">http://www.digitalsignature.in/Destiny-MTNL-Class2-DSC-Form.pdf</a> DOC : <a href="http://www.digitalsignature.in/Class_2_individual.doc">http://www.digitalsignature.in/Class_2_individual.doc</a> <i>Take a printout of the same as a Hard Copy.</i>
2.	Fill the Application Form Correctly. Fields indicate by * are Compulsory.
3.	a) Obtain Self Attested copy of <b>PAN Card</b> or <b>Any photo Identity Proof</b> & b) Require Self Attested copy of <b>any one</b> of the following : latest bill of WATER / ELECTRICITY / POWER / TELEPHONE / CREDIT CARD or VOTER'S ID CARD / DRIVING LICENSE/PASSPORT in the applicant's name for address confirmation. <b>(as Proof of Residence)</b>
4.	<b>Mention a valid e-mail ID clearly</b>
5.	Put Signature on the Application Form and Subscriber's Agreement. <b>Note :</b> Only Page No 1 to be filled Signatures required on Page Nos 1, 3 & 4
6.	Mode of Payment : DD in favour of " <b>ISHIKA TECHNOLOGIES PVT. LTD.</b> " Payable at Kolkata. Price for New / Renewal : Rs. 800/- all inclusive for DSC (2yr) without e-token (class 2 pan individual) Rs. 1,200/- all inclusive for DSC (2yr) with e-token (class 2 pan individual)
7.	Send the complete set to <b>ISHIKA TECHNOLOGIES PVT. LTD., AD-35, Salt Lake City, Sector 1, Near Tank No. #4, Kolkata - 700 064</b>
8.	For many other useful details visit <a href="http://www.digitalsignature.in">www.digitalsignature.in</a>