



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
Deptt. Of Revenue
Office of the Principal Chief Controller of Accounts
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
D.G.A.C.R. BUILDING, NEW DELHI

No. E-II/DSC/MF/2021-22/ 301.

Dated :- 06.07.2021

CIRCULAR

Decentralization of the administrative and financial powers to issue Digital Signature Certificate - regarding.

The approval of the Competent Authority is hereby conveyed for decentralization of the administrative and financial powers to issue Digital Signature Certificate. Now, the procedure will be as under :-

1. The CCA/HoD, O/o Pr. CCA, CBIC, New Delhi will accord Administrative Approval for issuing DSC key. The applicant will submit his/her application to the Head of Office. The Head of Office will forward the same to the Zonal Office (in case of other than North Zone) or to Establishment-II section (HQ) (in case of North Zone) after verifying/attesting the application and required documents. The Zonal head will forward the same to the CCA/HoD, O/o Pr. CCA, CBIC, New Delhi with his/her recommendation and Authorization letter (in case of other than North Zone).
2. The Sr. AO/AO (Coordination) in the Zonal Offices (in case of other than North Zone) and the Sr. AO/AO (Establishment-II), O/o Pr. CCA, CBIC, New Delhi (in case of North Zone) are the authorized officers to get the DSC Key for the purpose. He/she will be receiving the OTPs when the vendor will create Digital Signature Certificate for the applicant.
3. After obtaining Administrative approval from the CCA/HoD, O/o Pr. CCA, CBIC, New Delhi, the Head of Office may contact any authorized agency listed on www.cca.gov.in. The Heads of Offices have been delegated financial power of Rs. 5,000/- in each case for non-recurring other items of contingent expenditure as per para 3 (ii) of the DFPR Office Order No. 121 dated 07/01/2021. They may approve the payment of Digital Signature Certificate under this particular head of delegation. In case, the requirement of DSC Keys exceeds the delegated financial powers of the Head of Office, the proposals may be forwarded to the Headquarter for the approval of HoD.

This issues with the approval of the HoD, CBIC, New Delhi.

Anita Rawat
6/07/2021
(Anita Rawat)
Accounts Officer (E-II)

To,

1. All Zonal Heads (SZ, EZ, WZ), O/o Pr. CCA, CBIC, New Delhi.
2. All PAOs of North Zone, O/o Pr. CCA, CBIC, New Delhi.
3. The AO (IT), O/o Pr. CCA, CBIC, New Delhi to upload on ARPIT website.

Pl. upload on ARPIT

AAO (SQ) . uploaded *12/07/2021*
12/07/2021