

**GOVERNMENT OF CHHATTISGARH**  
**Department of Information Technology and Biotechnology**  
**Mahanadi Bhawan, Mantralaya, Naya Raipur**


**NOTIFICATION**

Date-27September, 2013

No. F 1-2/56/2013/IT BT/456:: Every Department of the Government of Chhattisgarh shall make all endeavors to formulate Digital Signature Usage Policy to protect their respective IT assets as part of e-Governance in the State of Chhattisgarh.

The applicable policy in this regard is annexed herewith.

**By order and in the name of Governor of  
Chhattisgarh,**



Aman Kumar Singh  
Secretary  
Government of Chhattisgarh  
Information Technology and Biotechnology

No. F 1-2/56/2013/IT BT/ 457

Raipur , Date-27 September, 2013

Copy forwarded to:

1. Principal Secretary to the Governor of Chhattisgarh
2. Principal Secretary to the Chhattisgarh Legislative Assembly
3. Registrar General, High Court, Bilaspur, Chhattisgarh
4. Secretary to the Chief Minister, Government of Chhattisgarh- for information.
5. Special Assistant / Personal Secretary / Personal Assistant to Minister / Minister for State, Government of Chhattisgarh (all)- for information.
6. Deputy Secretary, Office of Advocate General, Chhattisgarh
7. Accountant General, Chhattisgarh – for information.
8. Under Secretary to Chief Secretary, Government of Chhattisgarh
9. President, Board of Revenue, Chhattisgarh
10. Additional Chief Secretary / Principal Secretary / Secretary / Special Secretary, Government of Chhattisgarh (all)
11. Additional Secretary / Joint Secretary / Deputy Secretary / Under Secretary, Government of Chhattisgarh (all)
12. Controller, Government Printing Press, Rajnandgaon – for publication in gazette.
13. Heads of Departments, Chhattisgarh (all)
14. Divisional Commissioner, Chhattisgarh (all)
15. Director, Public Relations, Chhattisgarh
16. Collectors, Chhattisgarh (all)
17. CEO, CHIPS – for information, necessary action and web publication on the websites of Chhattisgarh, CHIPS and CHOICE.
18. State Informatics Officer, NIC, Chhattisgarh  
– for information and necessary action.




Kshetra Singh  
Under Secretary  
Government of Chhattisgarh  
Information Technology & Biotechnology

**ANNEXURE**  
**Digital Signature Usage Policy**

S. No.	Digital Signature Usage Policy	Responsibility
<b>Digital Signature Certificats (DSCs) Usage</b>		
1.	Department to procure DSCs (Smart Card/ USB Token) for those employees, who have been duly authorized to use them for official work.	Competent Authority / Head of the Department
2.	Department may procure DSCs for consultants and other contract employees on case to case basis.	Competent Authority/ Head of the Department
3.	Department to make sure that DSCs issued with SHA 256 with 2048 bit.	IT Administrator
4.	Department to identify the official work areas, wherein it is mandatory for the authorized employee to use his/her DSC.	Competent Authority/ Head of the Department
5.	DSCs can be obtained either from NIC or any other licensed CA recognized by the Controller of Certifying Authorities under the IT Act, 2000.	Competent Authority/ Head of the Department
6.	Request to procure DSCs from NIC or any other licensed CA to be routed through the Department.	Competent Authority/ Head of the Department
7.	DSCs to be issued are non-transferable and issued under the name of the person.	Competent Authority/ Head of the Department
8.	All subscribers of DSCs are sufficiently trained to use DSCs.	Competent Authority/ Head of the Department
9.	Department to maintain a list of all DSCs currently in use by authorised employees/ consultants and contract employees and their date of expiry.	Competent Authority/ Head of the Department
10.	Subscriber to a DSC to maintain the confidentiality of DSC and not to compromise DS by giving unauthorized access of the same.	All subscribers of DSCs
11.	In case, private key of a DSC is compromised or confidentiality lost, subscriber to inform the Department.	All subscribers of DSCs
12.	As DSCs are issued only for two years and to be renewed subsequently. Authorization for any such renewal of DSCs should be done by the Department.	Competent Authority/ Head of the Department

S. No.	Digital Signature Usage Policy	Responsibility
13.	Department to maintain record of issuance and renewal of all DSCs.	Competent Authority/ Head of the Department
14.	After transfer, retirement/ superannuation, suspension or termination of services of any authorized user (employee/consultant or contract employee) from the Department, subscriber of such a DSC to deposit his/her DSC with the Department.	Competent Authority/ Head of the Department
15.	Department to make sure that any such authorized user whose DSC has been suspended or cancelled/revoked has handed over his/ her DSC before he/she was relieved from the post/ service.	Competent Authority/ Head of the Department
16.	Department to keep the unused DSCs under lock and key and maintain record of the same.	Competent Authority/ Head of the Department

  
 Aman Kumar Singh  
 Secretary  
 Government of Chhattisgarh  
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