NO.F.42(4)/DE/PE& NI/NSS/2024-25/ 1284-92   DATED: 25/3/25

Order

Subject : Release of NSS Grant for regular activities and Special Camping Programs Under National Services Scheme for session 2024-25.

The NSS grant for Regular Activities and Special Camping activities under National Services Scheme (NSS) Government of Delhi for 702 NSS Units (515 School units & 187 University/college units) functional under Delhi NSS Cell is hereby release through PFMS. The detail of NSS units is attaches as Annexure-1. NSS Grants are sanctioned @Rs.400 per volunteer per year for Regular activities and @700 per volunteer per year (for 50% of NSS Strength for Special Camping _activities). All the expenditure must be according to NSS user Manual. The steps for the expenditure are attached as Annexure-3.

The NSS units are required to render the accounts in respect of all the central grants released them regularly on year to year basis showing the actual figures of expenditure and their requirement of funds for the next year after adjustment of unspent balance or surrender the unspent balance available with them out of previous year Grants. The 1st instalment of the grants for next financial year will be released only on receipt of the following documents:

1. Certificate to the effect that all the grants sanctioned by the Central Government up to 31.03 .2025 have been utilized.
2. Number of NSS volunteers should have been actually enrolled for the year 2024-25.
3. Utilization certificate (in GFR 12-C) up to the year 2024-25.
4. Utilization certificate for revised rates for NSS Grants for the year 2024-25 in the form of GFR-12C would be submitted by the concerned State/UT Government in the 1st Quarter for next financial year.

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The pattern for Expenditure has the prior approval of the Ministry of Finance and the Grants are being released in conformity with the rules and the principles of the scheme as approved by the Ministry. The grant so sanctioned is of recurring nature.

The accounts of the grantee institutions organizations shall be open to inspection by the Ministry of Youth affairs & Sports and audit both by the comptroller and auditor General of India under provision of CAG (Duties , power and conditions of service) act 1971 and internal audit by principal Accounts office of Ministry of Human Resources Development Delhi and office of Directorate of Education: Physical Education branch Chhatrasal Stadium: Model Town whenever the institution or organizations is called upon to do so.

This issues with the prior approval of competent authority.

Encl. as above.

26.03-2025

(NIRMALA RANI)
ASSTT. DIRECTOR OF EDUCATION (PE&NI)
STATE NSS OFFICER (DELHI)

All the Concerned Principals/HOS of Govt. Schools of Directorate of Education (THROUGH MIS), For strict compliance of above Instructions.

NO.F.42(3)/DE/PE& NI/NSS/2024-25/   **DATED:**

Copy forwarded to:-

1. PS to Secretary, (Education) Old Sect, Delhi
2. PA to Director (Education) Dte. of Education, Old Sect, Delhi
3. All the Addl. Director of Education Old Sect, Delhi
4. All the RDEs' Dte. of Education Delhi
5. The Dy. Director Sports, Chhatrasal Stadium, Model Town, Delhi.
6. All DDE Districts & Zones with the request to circulate the same among all the Govt./Govt. Aided/Pvt. Schools of Directorate of Education.
7. All the SPE's Zones for strict compliance.
8. All the Program Coordinators/Officers of Universities/Colleges/ Schools as per list of Annexure-1
9. OS (IT) with the request to place the circular on website.

26.03-2025

(NIRMALA RANI)
ASSTT. DIRECTOR OF EDUCATION (PE&NI)
STATE NSS OFFICER (DELHI)

Sl. No.	District	University/Council	Name of University/College/School	No. of GIA Units
1	South	DU	Acharya Narendra Dev College	1
2	North	DU	Aditi Mahavidyalaya	1
3	South	DU	Aryabhatta College'	1
4	South	DU	Atma Ram Sanatan Dharam College'	1
5	West	DU	Bhagini Nivedita College	1
6	West	DU	Bharati College	1
7	West	DU	Bhaskaracharya College of Applied Sciences	1
8	East	DU	Bhim Rao Ambedkar College	1
9	South	DU	College of Vocational Studies	1
10	North	DU	Daulat Ram College	1
11	West	DU	Deen Dayal Upadhyaya College	1
12	South	DU	Delhi College of Arts & Commerce	1
13	South	DU	Deshbandhu College'	1
14	South	DU	Dyal Singh College	1
15	South	DU	Dyal Singh College (Evening)	1
16	South	DU	Gargi College	1
17	North	DU	Hans Raj College	1
18	North	DU	Hindu College	1
19	West	DU	IGIPESS	1
20	North	DU	Indraprastha College for Women	1
21	South	DU	Institute of Home Economics	1
22	North	DU	Janki Devi Memorial College	1
23	South	DU	Jesus & Mary College	1
24	North	DU	Kalindi College	1
25	South	DU	Kamala Nehru College	1
26	North	DU	Keshav Mahavidyalaya	1
27	North	DU	Kirori Mal College	1
28	North	DU	Lady Irwin College	1
29	South	DU	Lady Shri Ram College for Women	1
30	North	DU	Lakshmibai College	1
31	East	DU	Maharaja Agrasen College	1
32	South	DU	Maitreyi College	1
33	North	DU	Mata Sundri College for Women	1
34	North	DU	Miranda House	1
35	South	DU	Motilal Nehru College	1
36	South	DU	Motilal Nehru College (Evening)	1
37	South	DU	P.G.D.A.V. College	1
38	South	DU	P.G.D.A.V. College (Evening)	1
39	West	DU	Rajdhani College	1
40	South	DU	Ram Lal Anand College	1
41	South	DU	Ramanujan College	1
42	North	DU	Ramjas College	1
43	North	DU	Satyawati College	1
44	North	DU	Satyawati College (Evening)	1
45	South	DU	Shaheed Bhagat Singh College'	1

46	South	DU	Shaheed Bhagat Singh College (Evening)	1
47	East	DU	Shaheed Rajguru College of Applied Sciences for Women	1
48	East	DU	Shaheed Sukhdev College of Business Studies	1
49	West	DU	Shivaji College	1
50	North	DU	Shri Ram College of Commerce	1
51	East	DU	Shyam Lal College	1
52	East	DU	Shyam Lal College (Evening)	1
53	West	DU	Shyama Prasad Mukherji College for Women	1
54	South	DU	Sri Aurobindo College	1
55	South	DU	Sri Aurobindo College (Evening)	1
56	North	DU	Sri Guru Gobind Singh College of Commerce	1
57	North	DU	Sri Guru Nanak Dev Khalsa College'	1
58	North	DU	Sri Guru Teg Bahadur Khalsa College	1
59	South	DU	Sri Venkateswara College	1
60	North	DU	Swami Shraddhanand College	1
61	East	DU	Vivekanand College'	1
62	North	DU	Zakir Husain Delhi College'	1
63	North	DU	Zakir Husain Delhi College Evening '	1
64	North	DU	Law Faculty Centre-I	1
65	North	DU	Law Faculty Centre-II	1
66	North	DU	Campus Law Centre	1
67	South	JHU	Jamia Hamdard University	1
68	South	JMIU	Jamia Millia Islamia University	44
69	South	JNU	Jawaharlal Nehru University	5
70	South	AIIMS	AIIMS	1
71	South West	SLBSNSU	Shri Lal Bahadur Shastri National Sanskrit University	1
72	South	IIT	Indian Institute of Technology Delhi	1
73	South West	GGSIPU	Army Institute of Education, Greater Noida	1
74	South West	GGSIPU	Army Institute of Management And Technology, Gretaer Noida	1
75	South West	GGSIPU	Banarsidas Chandiwala Institute of Professional Studies (Bcips), Dwarka	2
76	South West	GGSIPU	Bhagwan Parshuram Institute of Technology, Rohini	3
77	South West	GGSIPU	Bharati Vidyapeeth'S College of Engineering, Pashchim Vihar	2
78	South West	GGSIPU	Bhavan'S Leelavati Munshi College of Education, Kg Marg	1
79	South West	GGSIPU	Chanderprabhu Jain College of Higher Studies & School of Law, Narela	1
80	South West	GGSIPU	Delhi School of Professional Studies And Research, Rohini	1
81	South West	GGSIPU	Delhi Technical Campus, Greater Noida	2

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82	South West	GGSIPU	Fairfield Institute of Management & Tachnology- Fimt, Kapashera	2
83	South West	GGSIPU	Ggsipu Nss Cell, Dwarka Main Campus	10
84	South West	GGSIPU	Gitarattan International Business School, Rohini	2
85	South West	GGSIPU	Greater Noida Institute of Technology, Gretaer Noida	1
86	South West	GGSIPU	Guru Nanak College of Education, West Punjabi Bagh	1
87	South West	GGSIPU	Guru Nanak Dev Institute of Technology, Rohini	1
88	South West	GGSIPU	Jagannath Institute of Management Studies Vasant Kunj	1
89	South West	GGSIPU	Jagannath Institute of Management Studies, Kalkaji	1
90	South West	GGSIPU	Jagannath Institute of Management Studies, Rohini	1
91	South West	GGSIPU	Kamal Institute of Higher Education & Technology, Mohan Garden	1
92	South West	GGSIPU	Kcc Institute of Legal & Higher Education, Greater Noida	2
93	South West	GGSIPU	Lingaya'S Lalita Devi Institute of Management & Sciences,Mandi	1
94	South West	GGSIPU	Maharaja Agrasen Institute of Management Studies, Rohini	1
95	South West	GGSIPU	Maharaja Agrasen Institute of Technology, Rohini	1
96	South West	GGSIPU	Maharaja Surajmal Institute of Technology, Janakpuri	2
97	South West	GGSIPU	Maharaja Surajmal Institute, Janakpuri	2
98	South West	GGSIPU	Management Education & Research Institute College, Janakpuri	1
99	South West	GGSIPU	New Delhi Institute of Management, Tughlakabad	2
100	South West	GGSIPU	Tecnia Institute of Advanced Studies, Rohini	1
101	South West	GGSIPU	Trinity Institute of Innovations In Professional Studies, Greater Noida	1
102	South West	GGSIPU	Trinity Institute of Professional Studies, Dwarka	4
103	South West	GGSIPU	Vivekananda Institute of Professional Studies, Pitampura	3
104	South West	GGSIPU	Sri Guru Teg Bahadur Institute of Management & Information Technology	1

105	South West	GGSIPU	Ggsipu East Campus, Suraj Mal Vihar	3
106	South West	NSUT	Netaji Subhas University of Technology	3
107	North West	NIT	National Institute of Technology, Delhi	1
108	South	IIIT	Indraprastha Institute of Information Technology, Delhi	1
109	South West	DSEU	DSEU, Dwarka Campus	1
110	South West	DSEU	DSEU, Meerabai Campus	1
111	South West	DSEU	DSEU, G.B.Pant Okhla-I Campus	1
112	South West	DSEU	DSEU, G.B.Pant Okhla-II Campus	1
113	South West	DSEU	DSEU, G.B.Pant Okhla-III Campus	1
114	South West	DSEU	DSEU, CHMAPS-Okhla-II Campus	1
115	South West	DSEU	DSEU, Pusa-I Campus	1
116	South West	DSEU	DSEU, Pusa-II Campus	1
117	South West	DSEU	DSEU, Rajokri Campus	1
118	South West	DSEU	DSEU, GND Rohini Campus	1
119	South West	DSEU	DSEU, BPIBS Shakarpur-II Campus	1
120	South West	DSEU	DSEU, Vivek Campus	1
121			Directorate of Education Govt. Schools	515

Nirmala Puri

Steps for Expenditure/User IDs/E-Payment/Vendor uploading data (In PFMS)

1. Login with ADMN ID i.e. DL………. Or School ID
2. Check the account status first.

3. Then Go to Master =>User=>Manage and check the IDs of Data operator /Data Approver

4. If you do not have Data operator or Data Approver ID or want to create new, then (only one time process) Master=> User => Add new

Follow this video : https://youtu.be/KNdE1Vl0oh8   or

5. After creating user ids please follow point 3.

6. Then Select BANK => Activate Account E-Payment

Health Module ▷	
Agency ▷	
Reports	
My Details ▷	
Masters ▷	
My Schemes ▷	
Agencies ▷	
EAT MIS Process ▷	
My Funds ▷	
Transfers ▷	
Advances ▷	
Scheme Allocation ▷	
Expenditures ▷	
Bank ▷	Inter Bank Transfer ▷
Register/ Track Issue	Manage Invalid Accounts
Misc. Deduction Filing ▷	Manage Inter Bank Transfer
Utilisation Certificate ▷	Enrol Account DSC
Accounting System Integration ▷	Reconciled Transactions
Bank Printing Templates ▷	Signatory Configuration
	Un-reconcile Transactions
	Account Activation Epayment
	Account Deactivation Epayment

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https://pfms.nic.in/Administration/AccountValidation/AccountActivation.aspx

7. This is one time exercise follow steps one by one:

Steps to register vendors

1. Login with Data operator ID which you have created.
2. Then Master=> Vendors=> Add New

3. If some accounts <u>reflect already register then</u>
   Master=> Vendors => Manage   and select <u>vendors not mapped with me</u>   and
   add account no. => search and map them one by one

Steps to Create Expenditure

1. Login with Data operator ID which you have created.
2. Then Expenditure => Add New

3. After Adding the details add the expenditure and save the same.
4. Add payee details i.e. E-Payment and further steps accordingly.
5. Then Expenditure => Manage and check the status that should be "SUBMITTED" .

6.   Now Login with Data Approver ID
7.   And Expenditure => Manage   and open the generated bill
8.   Now "APPROVE" the bill after verification and print the "PAYMENT ADVICE"   for submission to bank with signature. (Expenditure => Print payment advice)

TO BE PAID THROUGH SYSTEM ONLY

PFMS Generated Print Payment Advice

Approval date in PFMS: 16 Jul 2019		**Payment Advice No.:** C071909684128
Expiry date of PPA PFMS:		**Advice Print Date :** 05 Aug 2019
PAN No. :		**TAN No.:** AGRD10436G
Note For Branch:		
Contact Details	**BANK**	**PFMS**
Name:	Neelam Mahajan, Tushar Kant Singh, Shri V.K Taneja	
Email :	hogbd.pfms@pnb.co.in, tusharkantsingh@pnb.co.in, vktaneja@pnb.co.in	Helpdesk-pfms@gov.in
Phone No. :	9868250212,9711133362	011-23343860
To, Note:		

The Branch Head

PUNJAB NATIONAL BANK

NOIDA, SECTOR - 18 Branch

We authorise the bank to debit our undernoted account maintained with the bank with batch amount and credit the beneficiary(ies) [#109] as per ANNEXURE-I uploaded to bank's central system through PFMS O/o CGA.

Bank Account No. 3702002100031759   Total Amount of Debit : Rs 5,45,000.00

(Amount in words : Five Lakhs Forty-Five Thousand)

Batch No. C071909684128

No. Of Beneficiaries as per Annexure-I.   **Agency Seal**

No.9(4)/e-payment-PFMS/TA-II/2016-17/1064
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantrak Bhawan, E-Block, INA,
New Delhi – 110023

Dated: 11.10.2017

OFFICE MEMORANDUM

Subject: Procurement of Digital Signature Certificate by DDOs for digital signing of bills for payment to Vendor/Sellers/Suppliers etc.

A reference is invited to this office O.M. No. 1(8)/2016/DGS&D/TA/723 dated 17th July, 2017 on the subject cited above.

2. The provision for digitally signing of bills by the DDO has been prepared wherein XML file of bill will be digitally signed by the DDO. The said functionality is now available in PFMS with the following effects:-

   i. Whenever a DDO is ready with his digital signature, the said DDO shall be configured/activated in PFMS for digital signature.
   ii. After configuration/activation of DDO in PFMS for DSC, the electronic bills preferred in the format specified shall be enabled to be digitally signed by the DDO in PFMS.

3. Pr. CCAs/CCAs/CAs are requested to take up with the Ministries/Departments for procurement of Digital Signature Certificate (DSC) for all DDOs for roll out of the functionality in all DDOs and fixing of protocol for getting the information of readiness for its configuration in PFMS as indicated above. A copy of 'User Manual' for DSC enrolment in respect of all DDOs is enclosed for ready reference.

Encl: As above.
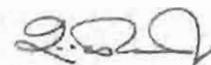
(Shailendra Kumar)
Deputy Controller General of Accounts (TA)

To

All Pr. CCAs/CCAs/CAs of all the Ministries/Departments.

Copy to:-

1. All Jt. CGAs
2. All Dy. CGAs
3. PS to CGA

PUBLIC FINANCIAL MANAGEMENT SYSTEM

USER MANUAL ON DSC (DIGITAL SIGNATURE CERTIFICATE)
ENROLMENT IN R/O of DDOs
(DRAWING & DISBURSING OFFICERS)

Prepared For

CONTROLLER GENERAL OF ACCOUNTS,
MINISTRY OF FINANCE, DEPTT. OF EXPENDITURE
October, 2017

Contents

The **provision for digital signature at DDO level is a requirement of GeM (Government e-Market Place), under which DDO needs to sign the bill digitally in PFMS.**

Thus, all bills, which are being processed through PD route, are to be digitally signed by the DDO in PFMS. Once the DDO is configured for digital signature (which is required in case of GeM bills) then all the bills (including GeM bills) processed in PFMS, are required to be digitally singed by DDO.

EIS bills, other bills which are being processed in PFMS through other routes viz being uploaded from COMPACT, received in PFMS through integration (UT Chandigarh,) etc. will remain as it is (without enforcing digital signature at DDO level) at present.

DDO user, who needs to use Digital Signatures for signing bill, is first required to enrol his digital signatures at the PFMS portal through DSC (Digital Signature Certificate) Enrollment module. After enrolment has been done successfully, DSC will be approved by PAO user.

STEPS

1. **PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES.**
2. **DIGITAL SIGNATURE ENROLLMENT BY DDO.**
3. **EDIT/UPDATE DIGITAL SIGNATURES.**
4. **APPROVAL OF DSC ENROLLMENT BY PAO.**
5. **DEACTIVATION OF DSC ENROLLMENT BY PAO.**

1. PRE-REQUISITES TO ENROLL DIGITAL SIGNATURES

a. -Confirm that updated JAVA is installed on to your machine.
b. –Confirm that Driver of DSC is installed on to your machine.
c. -Go to Java Control panel > Security Tab > Edit Site List enter **https://pfms.nic.in.**
d. -Go to Java Control Panel > Advance Tab > Java Console option Enable "Show - Console".
   -In Miscellaneous Enable "Place java icon in System tray option".
e. Go to Update Tab of Java and confirm "Check for Update Automatically" is Enabled.
f. Close the Java and the Browser and login again to enrol DSC.

Java Control Panel: Security Tab
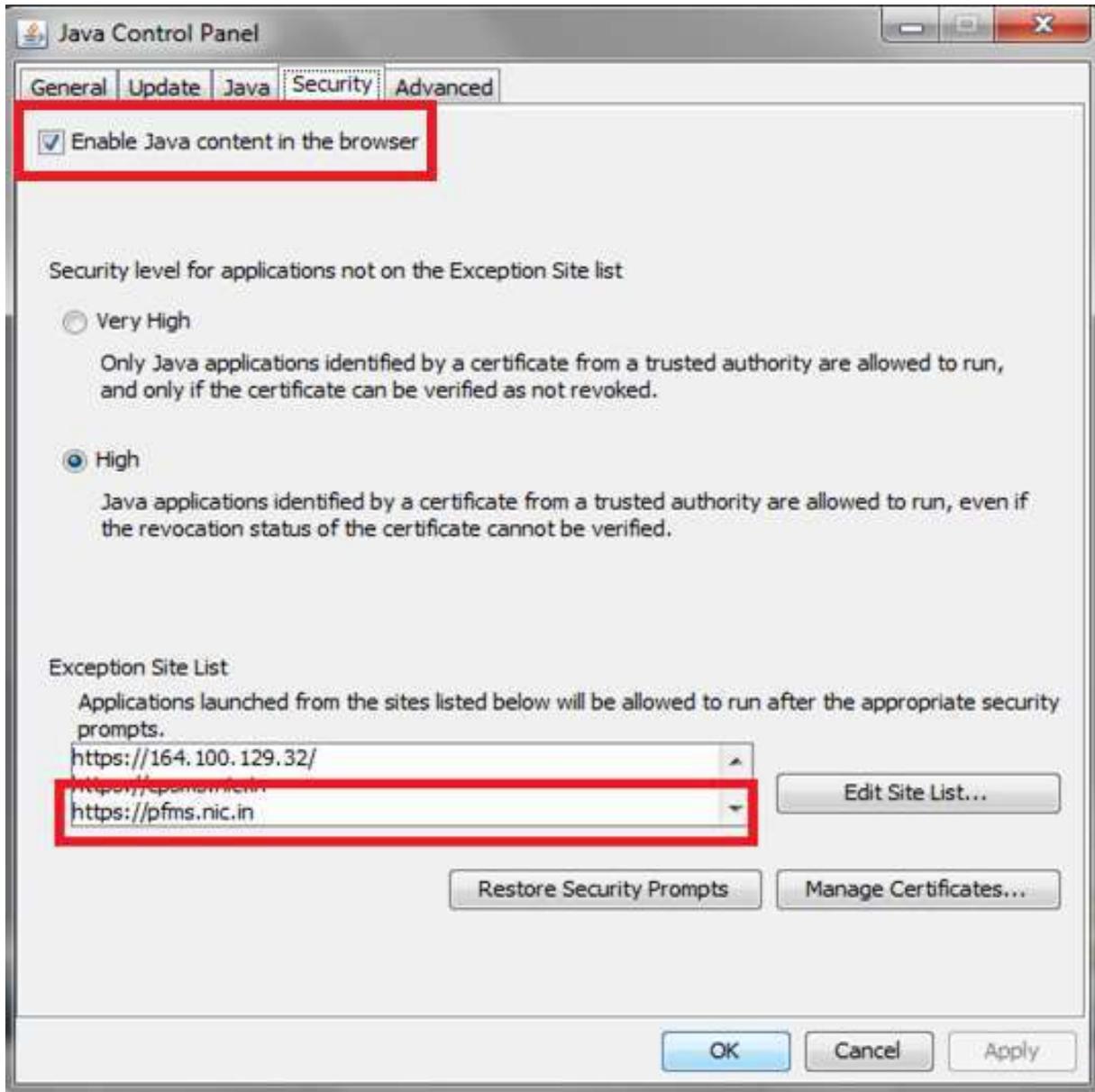
Java Control Panel: Advanced Tab > Java Console
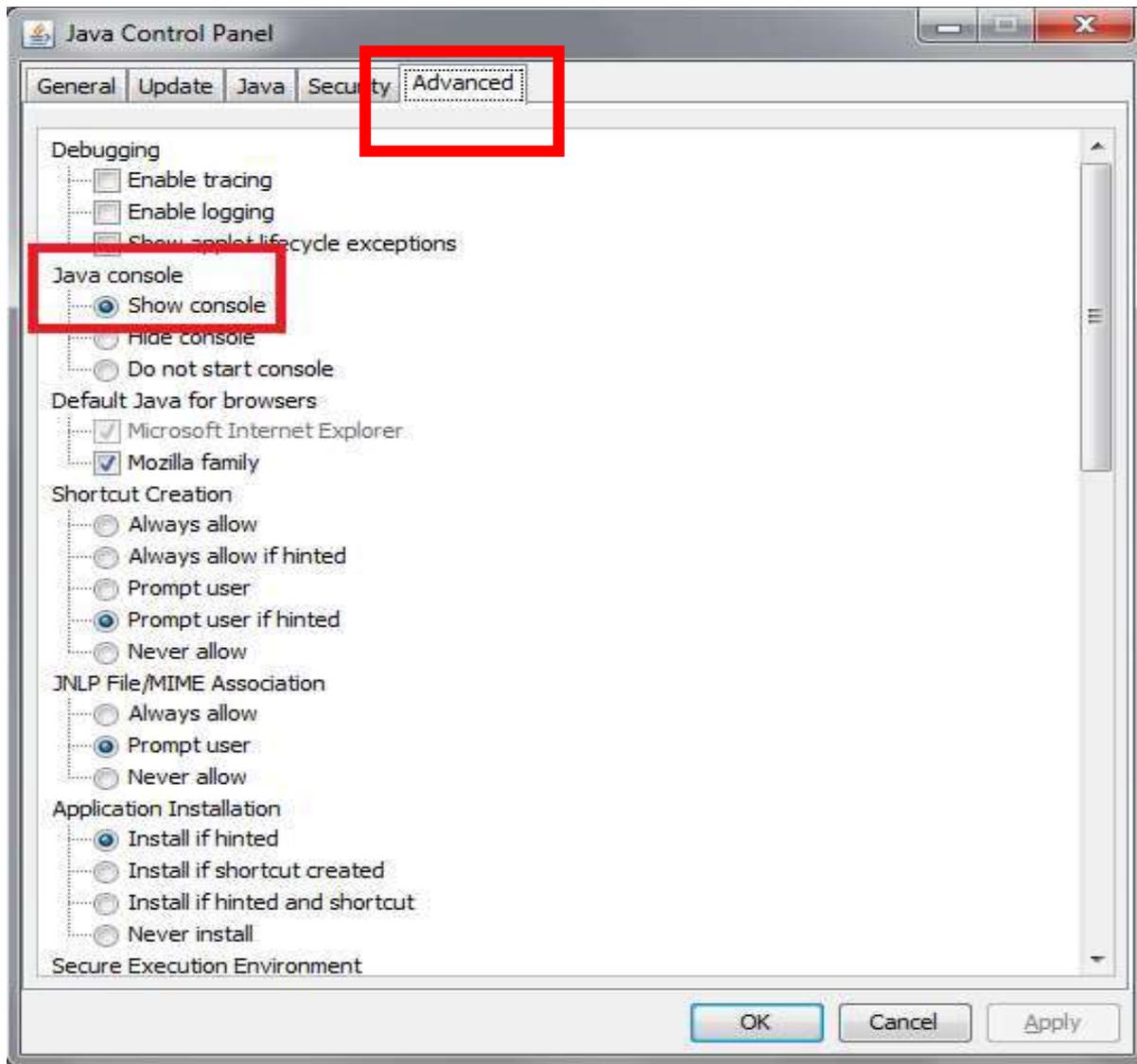
Java Control Panel: Advanced Tab > Miscellaneous

Java Control Panel: Update Tab
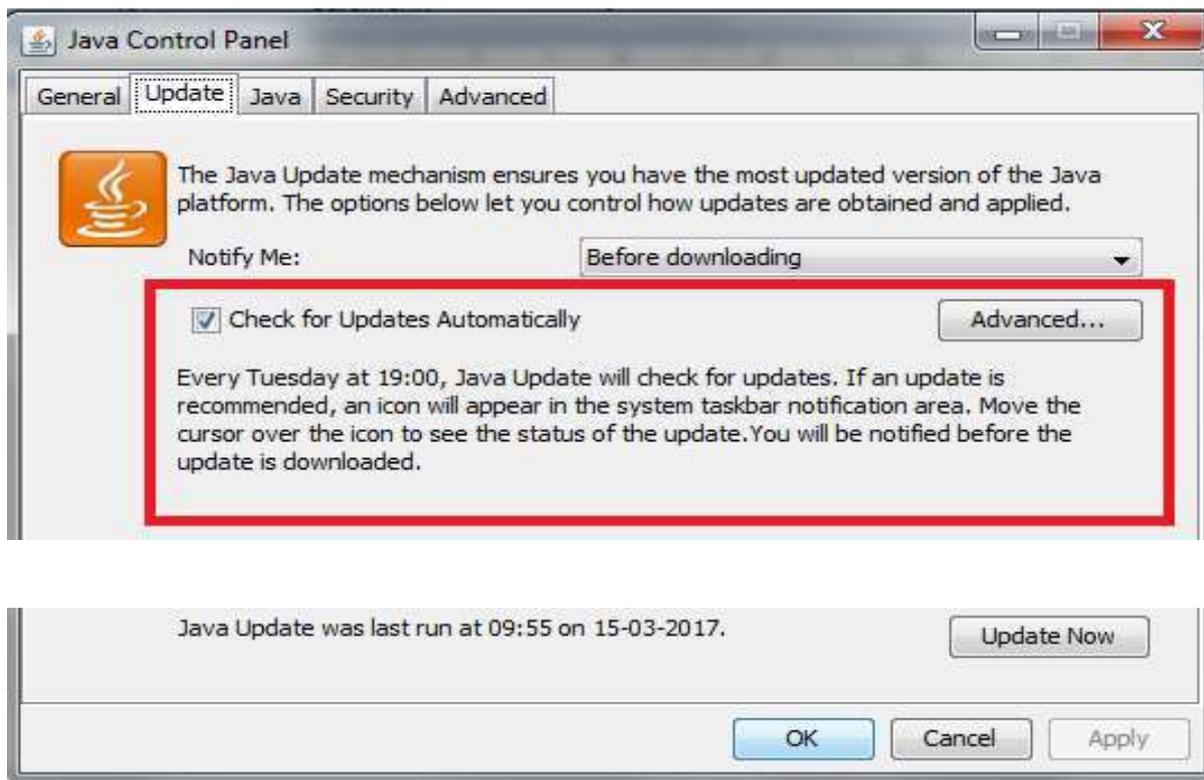
2. ENROLLMENT OF DIGITAL SIGNATURE BY DDO USER

-To request initiation for enrolment of DSC, user will go to

"MASTERS" > DSC MANAGEMENT > ENROLL DSC".
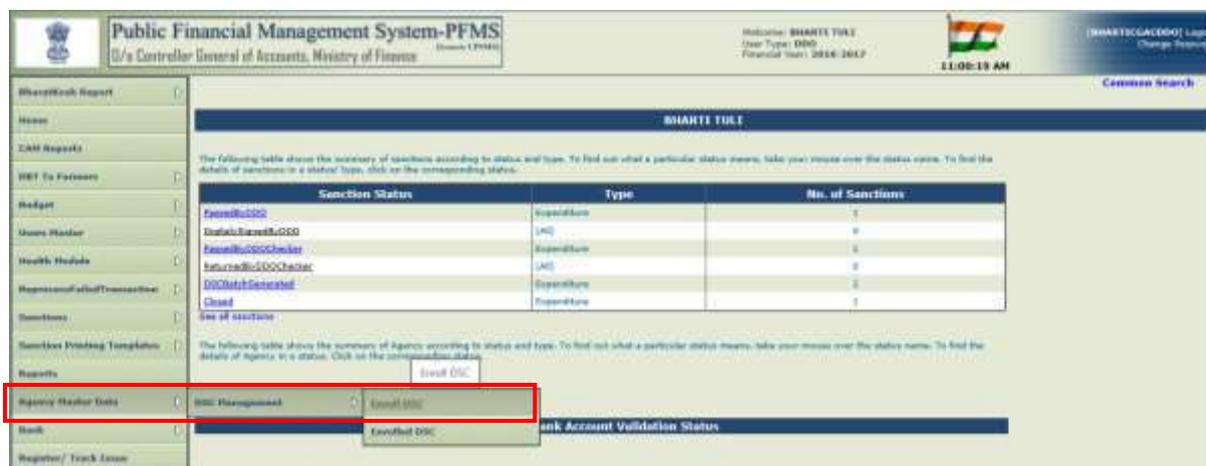
Following screen for **"Digital Signature Enrollment"** will appear.

System will display a message:

"Please open PFMS website in INTERNET EXPLORER for successful Digital Signature Enrollment".

- If DSC driver is not already installed in the machine, then use the hyperlink (in blue colour) available on right hand side of the screen to download and install the driver. Similarly if the appropriate updated JAVA version is not installed in the machine as mentioned in the pre-requisites, then use the hyperlink available on the screen to download and install it.

- Insert Digital Signature certificate key on to your system.

- Click **'DIGITAL CERTIFICATE ENROLLMENT'** button on the screen.

Following screen will appear:

User will check the box **"I accept the risk and want to run the application"** and press **"RUN"** button.

User has to press the button **"Don't Block"** on next screen.
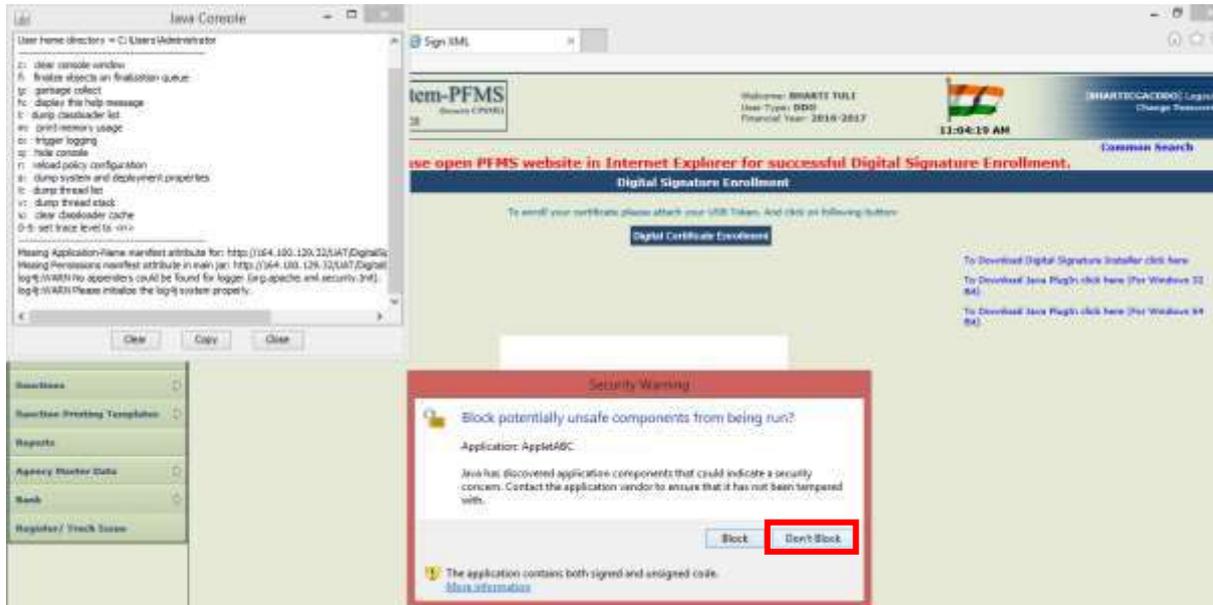
User will press **"RUN"** button on next screen.
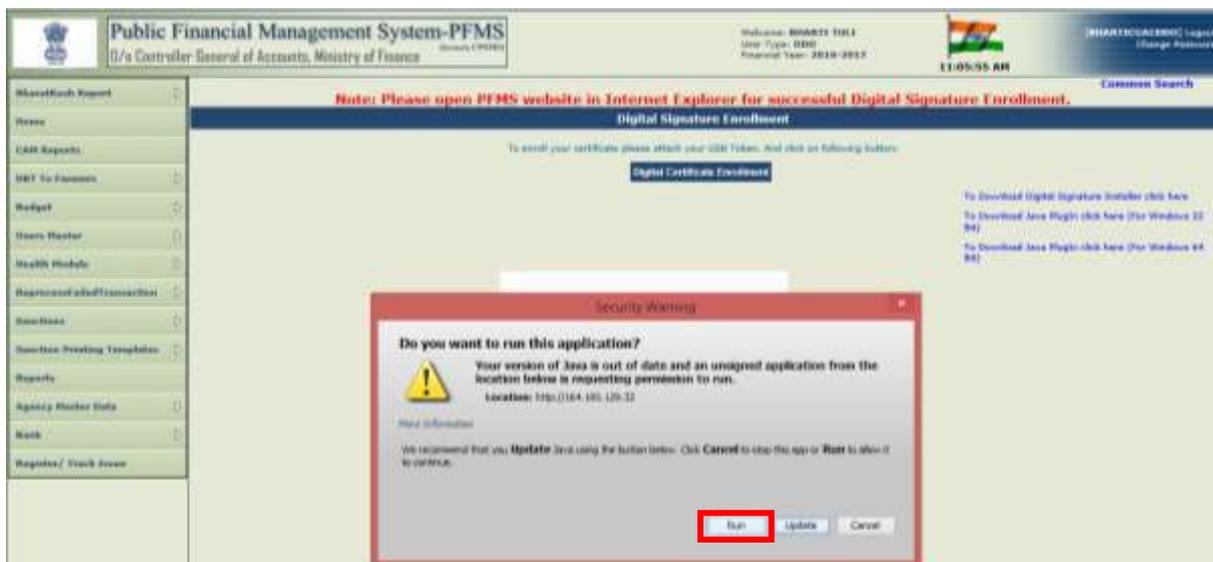
Following screen, showing the pop up of "Windows Security", will appear. User has to press the button **"CANCEL"** on pop up screen as many times as it appears.
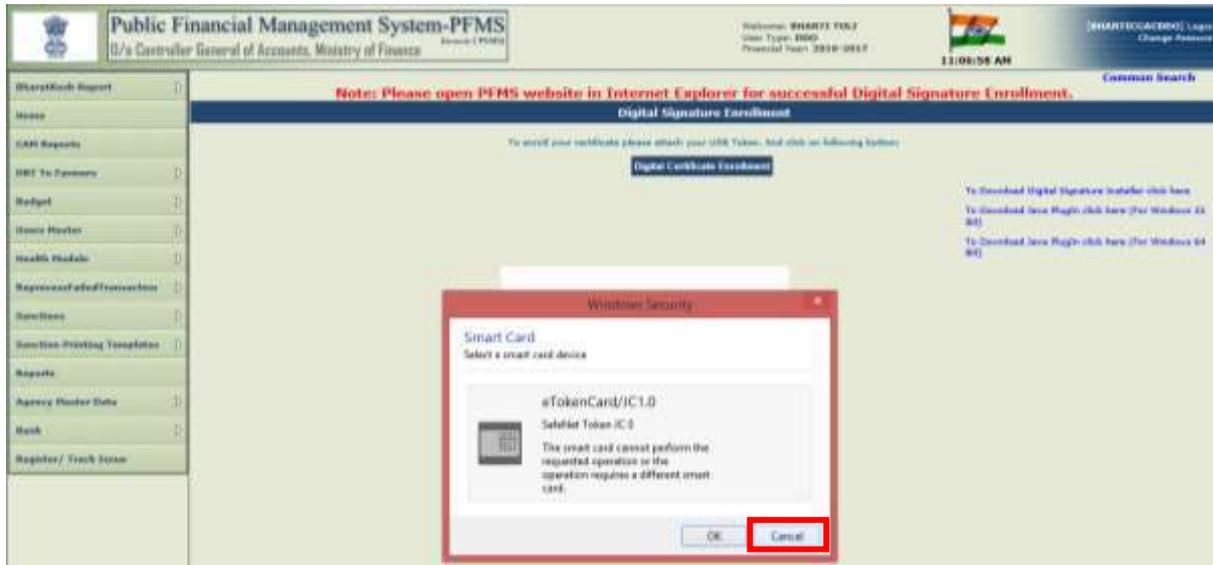
-Next, a pop-up selection screen will appear containing the list of certificates which are installed/connected with the computer.

User shall select the desired certificate from dropdown list and click **"OK".**

A progress bar will appear.

User has to press **"CANCEL"** on the pop up for "Windows Security". Keep on pressing the button **"CANCEL"** till the time the screen disappears.
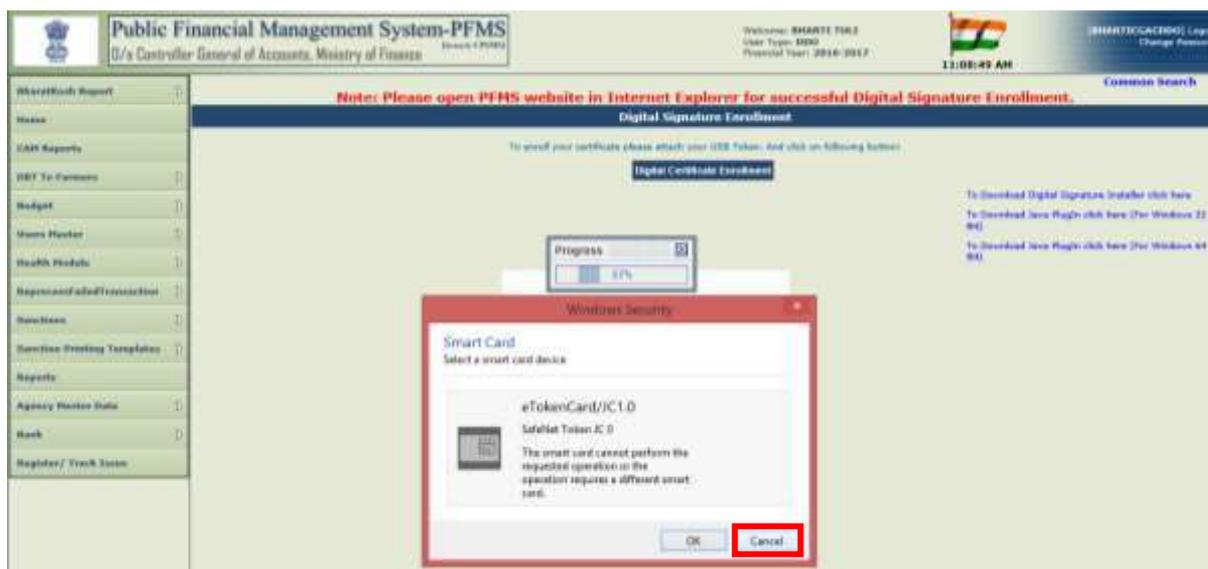
System shall ask user to enter Authentication pin. User shall enter valid pin and press **"OK"**
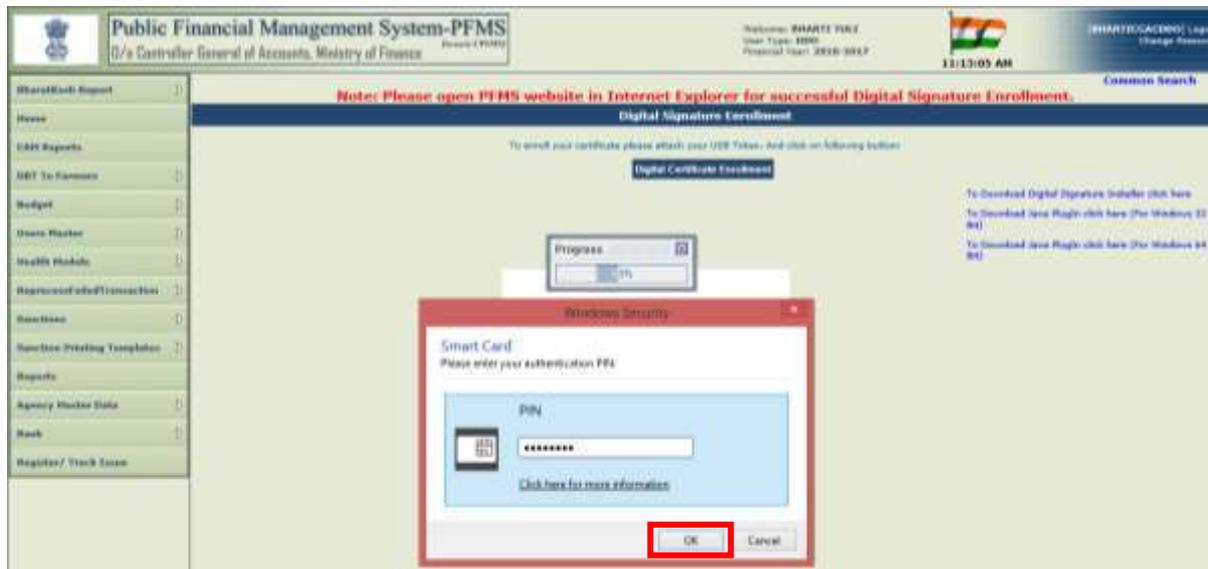
-**'Enrolled successfully'** message will be displayed for successful PIN validation.

-User shall click "**OK"** to proceed to enrol concerned digital certificate.

After clicking "*OK",* user shall wait for few minutes; say for 5-6 minutes.

-"**View Certificate Details and Proceed for Enrollment**" button will appear on the screen. User will click this button to get the details of concerned certificate.

-The details of concerned digital signature will be displayed. **"Certificate valid from and valid up to Dates"** will appear automatically. User has to enter the dates for **"Enrollment Valid From and Enrollment Valid Up To".**

User shall select **"PURPOSE"** for enrolment of Digital signatures.
Only one purpose "Digitally Sign Bill by DDO" is available for selection.

-After the user has selected purpose, he will press **"ADD"** button.
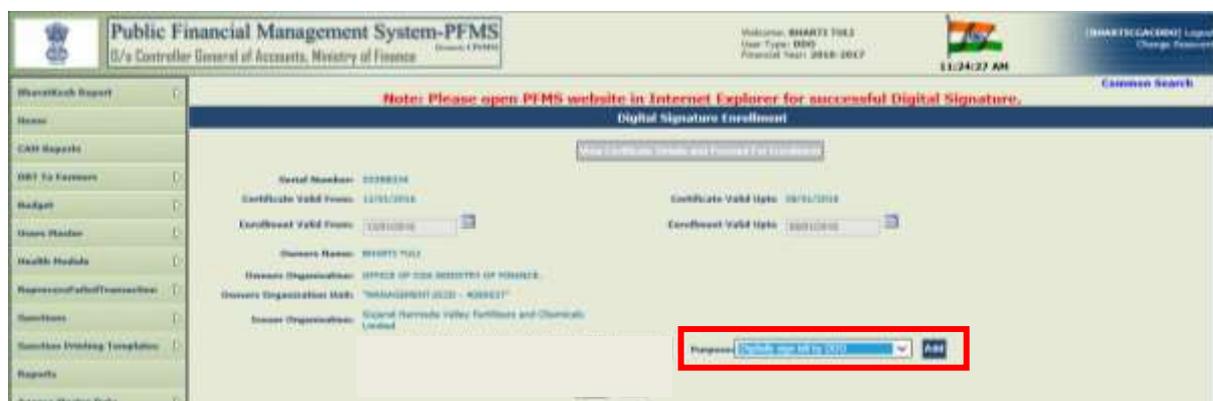
Selected purpose will appear in a grid below. In case of wrong record, same can be deleted using **"X"** given against record.
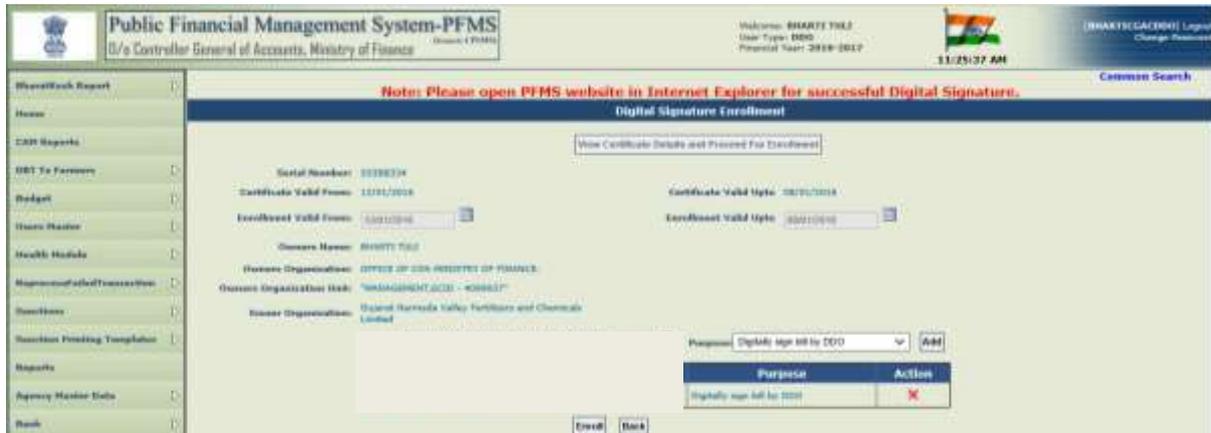
Click **"ENROLL"** button at the bottom to enrol the concerned certificate.

A message will be displayed by system **"Digital Signatures enrolled successfully".**
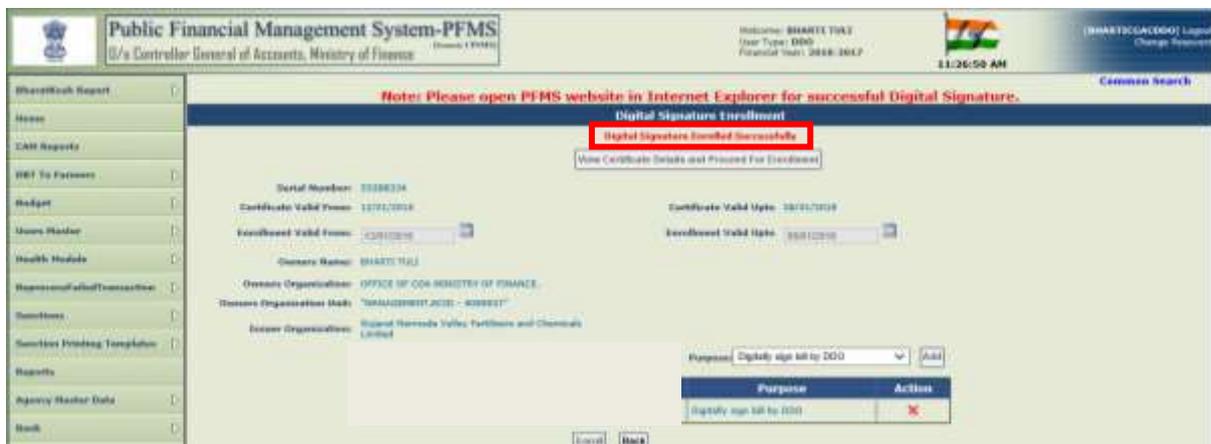
To view the status of Enrollment, user will go to:

"MASTER DATA" > "DSC MANAGEMENT" > "ENROLLED DSC"
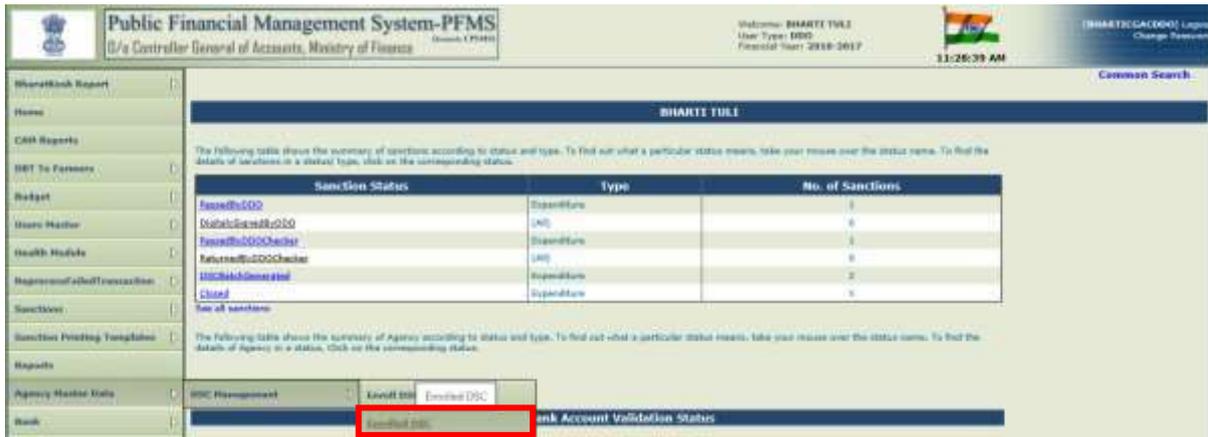
Here, the status will be shown as **"CREATED",** as DSC enrollment is still pending for approval of PAO.

After successful enrolment by signatory, DSC will be available at PAO level user for approval.

NOTE: Only one DSC can be enrolled with a single login ID.

If user tries to enrol some other DSC with same login ID, system does not allow that and displays a message **"You have already enrolled Digital Signature".**

After DDO has enrolled his enrolled DSCs, it will be available at PAO level user for approval of same.

3. EDIT/UPDATE DIGITAL SIGNATURE

Details of enrolled DSC, if required, can be edited by the user himself before/after the approval of DSC enrolment by PAO. In both cases, approval of PAO is required.

To edit/update the details of enrolled DSC, user will go to:
"MASTERS">"DSC MANAGEMENT">"ENROLLED DSC"
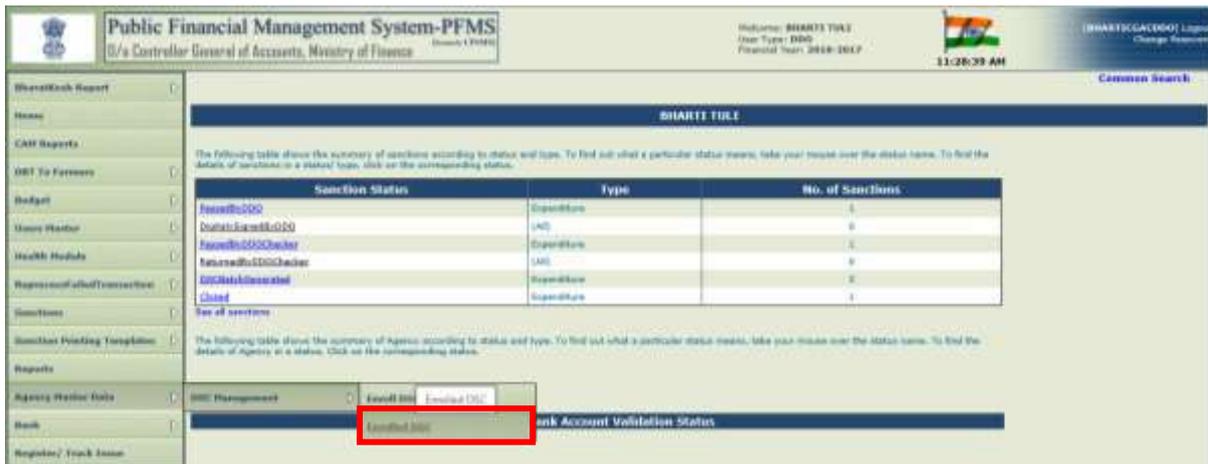
User can view the details of the signatures enrolled against the user who is logged in. List of enrolled Digital Signatures will be displayed, with an option to update/view them.   To view the details of desired user, click **"VIEW"** button given in right hand corner of selected record.

Details of selected record will be displayed.

This option is also used to edit the information of an already enrolled digital certificate.

Details can be updated by the user who enrolled the digital signatures.

Click on **'UPDATE'** hyperlink in the grid in last column for the DSC to be updated.

Screen containing the details for the concerned DSC shall be displayed.

At this screen, user may make changes in the following editable fields:

- Enrollment Valid From date

- Enrollment Valid Up to date

- Since only one purpose is available for selection, hence only date fields can be updated.

After making desired changes, user shall click **"SUBMIT"** button at the bottom to save the changes in the database

System will display a message **"Updated successfully".**

Now the status of "Enrolled DSC" will be **EDITED"**
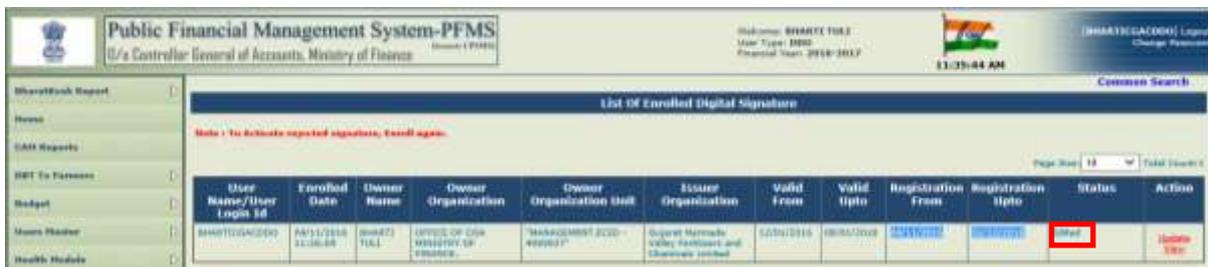
Details of edited information may be viewed by pressing **"VIEW"** button.
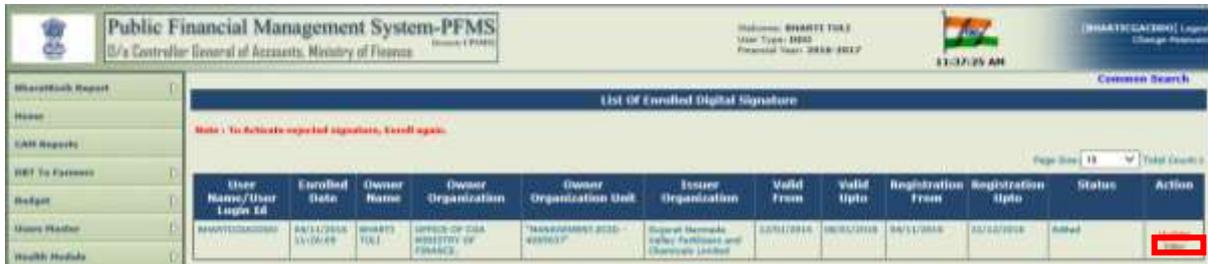
This updated information also needs to be approved by PAO

4. APPROVAL OF DSC BY PAO

Once the digital certificate is enrolled successfully, it is then available to the concerned approving authority for approval. PAO level user is authorized to approve enrolled DSC of DDO users.

For this purpose, PAO user will log in PFMS portal with his user id and password. He will go to:

"MASTER">"DSC MANAGEMENT">"APPROVE DSC"

Screen for **"Digital Signature Approval"** will appear. Details of records pending for approval will be displayed. The status will be either **"CREATED'** or "**EDITED"**.
Here you can see the status of DSC enrolment of DDO user is being shown as "**EDITED**".

PAO user can either **"APPROVE"** or **"REJECT"** the enrolment of DSC done by DDO user. For approval, select desired record by checking the box available in the grid for the DSC to be approved. Click **'APPROVE'** button to approve selected DSC.

If required, PAO User can also reject the DSC enrolment request by selecting the **"Reason for Rejection"** from the available list and clicking on **'REJECT'** button.

In case the approving authority wants to view more details for concerned DSC enrolment request before approval, user can click on Hyperlink shown in Red font in **'User Name'** column in the displayed grid.

On clicking the hyperlink of User Name, details of signatory will be displayed.

After viewing the details, PAO level user can opt to **"Approve"** or **"Reject",** as the case may be.

For rejecting, PAO has to specify the reason for rejection.

In case, a PAO level user opts to "Approve", System will display a message "**Approved successfully**".

Now the status of this signatory will be shown as **"APPROVED".**

In above screen, PAO user can view the details of approved signatory by clicking the button **"View"** button.

It may be noted that PAO user cannot update the details of DSC enrolment of DDO user, as this can be done by the concerned user only. If PAO clicks the button "UPDATE", system will display a message **"Details can be updated by the user who enrolled the digital signature".**

5. DEACTIVATION OF DSC ENROLLMENT BY PAO

An enrolled DSC may need to be de-activated under following circumstances:

- In case the authority in charges leaves office due to transfer/retirement/death etc.

- 'Enrollment Valid Up to' date for the DSC has expired.

- Enrolled DSC is revoked by the digital signature issuing authority.

For this, PAO user will go to

"MASTERS">"DSC MANAGEMENT">"DEACTIVATE DSC"

On the screen that follows, a grid containing the list of enrolled DSC available for deactivation, is displayed. At this screen, user shall select check box for the DSC to be deactivated. Select **'Reason for Deactivation'** from dropdown list and click **'Deactivate'** button.

Success message shall be displayed on the screen once the concerned DSC is deactivated successfully.

Now the status of this DSC will be shown as **"DEACTIVATED".**

After PAO has approved the enrollment of DSC, DDO will be able to digitally sign all the bills including GeM bills.   As stated above, EIS bills, other bills which are being processed in PFMS through other routes viz being uploaded from COMPACT, received in PFMS through integration (UT Chandigarh,) etc. will remain as it is (without enforcing digital signature at DDO level) at present.

This completes the process of Enrolment of DSC in respect of DDOs.

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