

**F.No. CCA/DC(T)/2013-98**  
**Government of India**  
**Ministry of Communications & Information Technology**  
**Office of Controller of Certifying Authorities**  
**Department of Electronics & Information Technology**  
**New Delhi**


02<sup>nd</sup> August 2013

**OFFICE ORDER**

**Subject :- Verification of credentials prior to issuance of Digital  
Signature Certificate (DSC).**

It has been brought to our notice that the verification process prior to issuance of DSC is not being strictly followed. The following directions are therefore being issued to be followed by all Certifying Authorities:

1. The CAs must confirm that the DSC issuance process does not operate at any time in automatic approval mode.
2. The CAs must ensure that all supporting documents have been received along with the application form before commencing the issuance of a DSC.
3. Application form along with the supporting documents must be available for inspection at CA end within 15 days of issuance of DSC.
4. CCA will depute Auditors to the CA sites to carry out random checks to ascertain that the above are followed. Any default will be dealt as per relevant provisions of the IT Act.
5. The above comes into force with immediate effect.

  
(T. A. Khan)

Controller of Certifying Authorities

To,

All Certifying Authorities