

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 25809 /F,  
FIN-TRY-MISC-0012-2019

Dated 17/10/2022

From

Vishal Kumar Dev, IAS  
Principal Secretary to Government

To

The DC-cum-ACS to Government/  
Additional Chief Secretaries to Government/  
Principal Secretaries to Government/  
Commissioner-cum-Secretaries to Government  
All Departments

**Sub: Mandatory usage of Digital Signature Certificate (DSC)/ e-Sign for processing of pension application**

**Ref: Finance Department O.M No-32888/F, dated 13.11.2017, Finance Department Letter No-18611 dated 25.07.2022, Finance Department Letter No-23890/F dated 20.07.2018 and Finance Department O.M. No-37122/F dated 01.11.2019**

Madam/Sir,

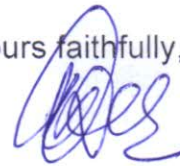
With reference to the subject noted above and letters in reference, I am to say that the procedure for online submission and processing of pension application from the level of Head of Office and Pension Sanctioning Authority to the AG(A&E), Odisha has been laid down in Finance Department O.M No-32888/F, Dated 13.11.2017. The Head of Office, in possession of a DSC/ E-sign, forwards the digitally signed pension application to the Pension Sanctioning Authority (PSA) and then the PSA, after approving the pension application, forwards it to the Pension Issuing Authority (PIA) under his/her digital signature.

All the DDOs and most of the Pension Sanctioning Authorities in the State have already been provided with DSC/e-Sign for use in IFMS. The procedure for obtaining the DSC/e-Sign has been laid down in Finance Department O.M No-37122 dated 01.11.2019. All IFMS generated sanction orders including provisional pension, Gratuity, CVP have to be digitally signed by the Sanctioning Authority for preparation of online bill and processing of Online pension application to the pension Issuing Authority.

It has come to the notice of this Department that due to non-availability of DSCs with the Sanctioning Authorities, provisional Pension sanction orders and processing of online pension applications are being ardently delayed and services delivery to pensioners are badly affected.

It is, therefore, requested that necessary instructions may kindly be issued to all concerned under your administrative control that **in cases, where the Pension Sanctioning Authority does not have DSC, concerned Department/ Establishment may procure the DSC from the Certifying Agencies by following the due procedure at the earliest or the officers having DSC/e-sign may be designated as the Pension Sanctioning Authorities** to ensure that all the pension applications are processed online in IFMS in time.

Yours faithfully,




(Vishal Kumar Dev)

**Principal Secretary to Government**

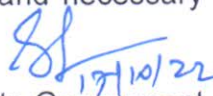
Memo No 25810, Date 17/10/2022  
Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

  
Under Secretary to Government

Memo No 25811, Date 17/10/2022  
Copy forwarded to the Treasury Officer / Sub-Treasury Officer of all the District Treasuries / Spl. Treasuries / Sub-Treasuries for information and necessary action.

  
Under Secretary to Government

Memo No 25812, Date 17/10/2022  
Copy forwarded to the Commissioner of CT & GST, Odisha, Cuttack/ Director, Local Fund Audit, Odisha, Bhubaneswar/ Director, MDRAFM / Controller of Accounts, Odisha / Registrar, Odisha Sales Tax Tribunal, Cuttack for information and necessary action.

  
Under Secretary to Government

Memo No 25813, Date 17/10/2022  
Copy forwarded to all officers of Finance Department/all Branches of Finance Department for information and necessary action.

  
Under Secretary to Government

Memo No 25814, Date 17/10/2022  
• Copy forwarded to the Head Portal, Secretariat, Odisha for information and necessary action. It is requested to hoist the letter in the website ([www.odisha.gov.in/finance/index.htm](http://www.odisha.gov.in/finance/index.htm)) of Finance Department for general information.

  
Under Secretary to Government