

Bengaluru, January 8, 2025

**OFFICE ORDER**

**Subject: Implementation of Mandatory Digital Signature Certificate (DSC)  
Utilization Log for Enhanced Governance and Audit Compliance**

In exercise of the powers conferred under the operational framework of Finessefleet Foundation, and in furtherance of the principles of transparency, accountability, and procedural integrity, the undersigned is directed to promulgate the following directives regarding the usage of Digital Signature Certificates (DSC), encompassing both self-signed and Certifying Authority (CA)-issued variants.

This directive shall have immediate effect and will remain applicable until superseded or rescinded by subsequent orders of competent authority.

**1. Objective and Rationale**

The increasing reliance on Digital Signature Certificates (DSCs) for operational and statutory purposes necessitates robust mechanisms to ensure traceability and accountability. The absence of systematic logging of DSC usage poses potential risks to procedural compliance and audit readiness. This order aims to institutionalize a standardized log maintenance framework for all DSC users under the aegis of Finessefleet Foundation to:

- Establish comprehensive records of all DSC-enabled transactions.
- Facilitate seamless internal and external audits.
- Mitigate potential risks associated with unauthorized or unrecorded usage of DSCs.
- Reinforce organizational commitments to governance, probity, and data authenticity.

**2. Applicability**

This order shall be binding on:

- All individuals authorized to possess or utilize DSCs for official correspondence, submissions, or transactions on behalf of Finessefleet Foundation.
- Stakeholders, including employees, volunteers, consultants, and representatives entrusted with DSC-based operations within their scope of duties.

**3. Key Directives**

**a. Mandatory Log Maintenance:**

Each DSC holder shall maintain a **Digital Signature Utilization Log (DSUL)**, in the prescribed format detailed in Annexure-I, to record every instance of DSC usage, irrespective of the frequency or nature of the activity.

**b. Minimum Recordable Parameters:**

The log entries must encapsulate the following details comprehensively:

- Date and Timestamp** of the DSC activity.
- Nature of Activity/Purpose**, e.g., statutory form submission, agreement execution, document authentication.
- Recipient/Correspondent Entity**, if applicable.
- Document/Transaction Reference Number**, where available.
- Additional Remarks/Notes**, highlighting relevant contextual details, if required.

**c. Format and Medium:**

- Logs shall be maintained in either a **digitally secure format** or a **bound physical register**, ensuring tamper-proof integrity.

- ii. The prescribed format is delineated under Annexure-I and must be adhered to in its entirety.
- d. **Periodic Submission and Inspection:**
  - i. The DSULs shall be subjected to **quarterly verification** by the assigned Audit and Compliance Branch (ACB).
  - ii. Every personnel must submit their consolidated utilization summaries to the Corporate Secretariat by the **5th working day of the subsequent quarter**.
- e. **Retention and Custodianship:**
  - i. Logbooks shall be retained for a minimum period of **seven (7) years** from the date of last entry or transaction closure, whichever is later.
  - ii. Custodians are directly accountable for the safekeeping of the logs.
- 4. **Accountability and Consequences of Non-Compliance**
  - a. Non-compliance with the aforementioned directives shall attract **disciplinary proceedings** under applicable rules and regulations.
  - b. Violations, including failure to maintain logs, misrepresentation of data, or tampering, shall invoke punitive measures, which may include **suspension of DSC privileges**, and/or escalation to higher authorities for adjudication.
- 5. **Implementation Timelines**
  - a. **Immediate Action Required:**
    - i. Existing DSC holders shall establish their logs and commence recording all transactions by **January 10, 2025**.
    - ii. All future DSCs issued by or registered with Finessefleet Foundation must adhere to this directive from the date of issuance.
  - b. **Compliance Review:**  
Heads of Departments (HoDs), Initiative Leads and other concerned are hereby instructed to disseminate this order within their respective purviews and ensure adherence to its provisions. Compliance reports must be submitted to the Secretariat by **February 1, 2025**.
- 6. **Annexure-I: Prescribed Format for Digital Signature Utilization Log (DSUL)**

| S. No. | Date       | Time     | Purpose of Use          | Recipient Entity/Department   | Order/Document No.       | Remarks                |
|--------|------------|----------|-------------------------|-------------------------------|--------------------------|------------------------|
| 1      | dd/mm/yyyy | hh:mm:ss | e.g., Appointment Order | e.g., [Name of the Recipient] | e.g., A-12015(A)-XX-2025 | e.g., Shared via email |

This issues with the approval of the competent authority and must be complied with in letter and spirit by all concerned stakeholders.

**Administrative Secretariat – I**  
Finessefleet Foundation

Copy forwarded for kind information and necessary action:

- i. Ms. Arpita B. Adhikari, Chairperson, Finessefleet Foundation
- ii. Mr. Rudra N. Roy, Director, Finessefleet Foundation
- iii. All concerned
- iv. Designated Section under the Organizational Website
- v. Guard File