

**No. 01(160)/2016-CCA**  
**Office of the Controller of Certifying Authorities**  
Ministry of Electronics and Information Technology  
**Government of India**  
Electronics Niketan,6, CGO Complex, New Delhi – 110 003.

**Circular No. 1/2017**

**07 September, 2017**

**Subject:- Revised guidelines for submission of Digital Signature Certificates(DSCs) & Certificate Revocation List (CRLs) to the Office of CCA.**

The Guidelines for submission of DSCs and CRLs by CAs to the Office of CCA were laid down vide Office Order No.01/2002 dated 16<sup>th</sup> December,2002.

After the abolition of Section 20 of the IT Act, CCA was no longer required to act as the repository of all DSCs issued under the IT Act. However, for ensuring compliance to interoperability Guidelines for DSC, other policy requirements and for generation of statistics, CAs have continued to be required to submit DSCs and CRLs on a weekly basis as also the count of these DSCs as required from time to time.

It is necessary to have uniformity in criteria for selecting DSCs and CRLs and for generating DSC statistics across all the CAs for consistency. The criteria is to be set as "*the DSCs downloaded by the applicant during the period for which report is being generated*".

The following is the revised procedure for submission of DSCs and CRLs by the Certifying Authorities on a **fortnightly basis** to the Office of CCA:

- DSCs, Other Certificates and latest CRL(s) issued by the CA (excluding Aadhaar eKYC DSCs used in eSign).
- SSL Certificates and latest CRL issued by Special offline CA.
- Total count of DSCs issued by the CA.

The period for which the above are to be submitted and the submission date are given below:

<b>Period</b>	<b>Submission Date</b>
<i>i) Certificates downloaded during 1<sup>st</sup> to 15<sup>th</sup> of a month.</i>	<i>By 20<sup>th</sup> of the same month.</i>
<i>ii) Certificates downloaded during 16<sup>th</sup> to the last date of a month.</i>	<i>By 5<sup>th</sup> of the next month.</i>

The procedure and formats for all the above are attached. The Certifying Authorities shall comply with these Guidelines with immediate effect.

**(JRD Kailay)**  
Controller of Certifying Authorities

