

e-mail
अत्यावश्यक

पत्रांक-6/सी0आर0-17/2013 सा0प्र0- 2409 /

बिहार सरकार

सामान्य प्रशासन विभाग

प्रेषक,

दयानिधान पाण्डेय, भा0प्र0से0
सरकार के अपर सचिव।

सेवा में,

बिहार में कार्यरत भा0प्र0से0 के सभी पदाधिकारी।

पटना-15, दिनांक- 16-2-16

विषय :- भा0प्र0से0 के पदाधिकारियों के Digital Signature Certificate (DSC) के संबंध में।

महाशय,

निदेशानुसार, उपर्युक्त विषय के प्रसंग में कहना है कि मूल्यांकन वर्ष 2013-14 से भा0प्र0से0 पदाधिकारियों के e-PAR अभिलेखन की व्यवस्था की गई है। इस हेतु Digital Signature Certificate (DSC), NIC की एजेंसी NICCA के द्वारा निर्गत किया गया था और इसकी validity दो वर्ष की थी। कालान्तर में NICCA का operation बंद हो जाने के कारण DSC e-token बेलट्रॉन के माध्यम से निर्गत कराए जाने का निर्णय लिया गया। वर्तमान में DSC e-token बेलट्रॉन के द्वारा निर्गत किया जा रहा है।

2. जिन पदाधिकारियों को निर्गत DSC की validity (दो वर्ष) समाप्त होने वाली है अथवा समाप्त हो चुकी है, वैसे मामले में DSC निर्गत कराए जाने हेतु विहित प्रपत्र में आवेदन बेलट्रॉन को समर्पित कर अनुरोध किया जा सकता है और DSC बेलट्रॉन के द्वारा निर्गत कर पदाधिकारी को सीधे हस्तगत करा दी जाएगी। DSC के मूल्य का भुगतान बेलट्रॉन को सामान्य प्रशासन विभाग के द्वारा किया जाना है। DSC हेतु आवेदक के द्वारा बेलट्रॉन को कोई राशि नहीं दिया जाना है। इस संबंध में यदि किसी विशेष जानकारी अपेक्षित हो तो बेलट्रॉन के नोडल पदाधिकारी श्रीमती किरण सिन्हा (Mob. No:-09473197810) से संपर्क किया जा सकता है।

3. यह भी उल्लेखनीय है कि कार्मिक और प्रशिक्षण विभाग, भारत सरकार के दिनांक 21.04.2015 के पत्र के अनुसार मूल्यांकन वर्ष 2014-15 से PAR सिर्फ online ही अभिलिखित किया जाना है। संगत पत्र विभागीय पत्रांक-7420, दिनांक 20.05.2015 द्वारा आपको परिचारित किया गया है।

अनुरोध है कि संलग्न विहित प्रपत्र में आवेदन बेलट्रॉन को भेज कर DSC निर्गत करा लेने की कृपा की जाय, ताकि मूल्यांकन वर्ष 2015-16 के लिए e-PAR अभिलेखन की कार्रवाई सुनिश्चित करायी जा सके।

अनु0 :- यथोक्त।

विश्वासभाजन



(दयानिधान पाण्डेय)
सरकार के अपर सचिव।

Updated checklist for Digital Signature Certificate (DSC) form (Jan 2016)

Note: - Use only Blue Ink to sign the application Form & for attestation on Documents.

Verv Important: DSC Application form should be filled in consultation with ACE personnel; a scanned copy can be shared on email prior dispatching to our office. All needful changes should be done before sending them to our office.

Ref. No.: - _____ e KYC non e KYC

Applicant Name		Purpose or use of DSC	
Organization Name		Department Name / Nature of Business *	
Chq. No.	Amt.:-	Website: Where DSC to be Used	
Enrollment <input type="checkbox"/> By Ace <input type="checkbox"/> By Applicant <input type="checkbox"/> By _____		Certificate Type: <input type="checkbox"/> Signing <input type="checkbox"/> Encryption <input type="checkbox"/> Sign. + Encryption	
DSC Class: <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 Validity : <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years		Token: <input type="checkbox"/> Token needed <input type="checkbox"/> Already have Token	
Delivery address for DSC:			

Option 1 e KYC	Applicant producing a finger touch on biometric device and thereby linking on the AADHAR database for e KYC confirmation and supporting the Organization documents in case of Organization type DSC. This option will definitely save your valuable time and help you to obtain Digital signature at an ease.
Id proof	UID (AADHAR), PAN, Driving License, Id card issued by State or Central Govt. Deptt.
Address proof	Any one from below detailed lists for option 2 (Required only for Organization type DSC only)
Organization Proof	For e-KYC organizational type, the required documents will be the same as for Non-eKYC.
Option 2 Non e KYC	Conventional application form on paper supported with appropriate KYC attested documents; followed by confirmation through SMS and e mail verification for class 2 and for class 3 - Video clip uploaded on Sify Safescrypt web site. Table below mentions detailed KYC documents list and important points are mentioned.

Applicant's Identity proof (Any One)	Address proof For Individual type DSC (Any One)	Organization Documents for Non-Government Organization / Trust - Proof of Right to do Business (POR) (All Documents required)	Documents required for Company Type DSC for Public or Private Limited Company (POR) Proof of Right to do Business (POR) (All Documents)
<ul style="list-style-type: none"> Applicant PAN Card (Mandatory) Govt. Department Id Card (Mandatory for Govt. Employees) Passport Driving License Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official. <p>Very Important: Spelling of Applicant's Name & Company Name written on Form should match exactly with that mentioned on Proofs submitted. Else please give another proof, with matching spelling.</p> <p>Attestation: Avoid Black ink for attestation, only Banker or Post master or Gazetted Officer can attest do.</p> <p>For Section IV: Person providing Attestation on Sect.4 must furnish His/hers (self-attested) Id proof with documentary evidence on Organization resolution on Pvt. Or Public Limited Company letterhead.</p>	<ul style="list-style-type: none"> Aadhar Card Voter ID Card Mobile / Telephone bill /Gas connection Electricity bill / Water Bill Driving License Passport Bank statement attested by the Bank Service Tax/VAT Tax/Sales Tax. Office address Property Tax/ Municipal Corporation Receipt. <p>For Organization type DSC (Any One)</p> <ul style="list-style-type: none"> Electricity bill / Telephone bill / Water Bill with Office address on them Bank statement attested by the Bank Service Tax/VAT Tax/Sales Tax. Property Tax/ Municipal Corporation Receipt. (Address proof should be within 3 months) 	<ul style="list-style-type: none"> PAN Card of NGO/Trust Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances Copy of Trust Deed Copy of rules and Bye laws of NGO Copy of Bank Statement verified/attested by Banker Copy of Income Tax Return of last year Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents <p>Proprietorship Firm:</p> <ul style="list-style-type: none"> Copy of Business Registration Certificate" (S&E / VAT / ST) Copy of statement of Bank account (First and second page) Copy of ITR accompanied by Computation of income/ financial statement Front side page-1) 	<p>Corporate Entities:</p> <ul style="list-style-type: none"> Copy of Company Pan Card Copy of certificate of incorporation Copy of Article and Memorandum of Association (First two page) Copy of statement of bank account (First and second page) The copy of audit report along with the annual return pertaining to last financial year (First and second page) The authorized representatives for Forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors. <p>Partnership Firm:</p> <ul style="list-style-type: none"> Copy of partnership deed (Max of first three pages including list of partners and authorized signatories) Copy of PAN card (Front side page-1) Copy of statement of bank account (First and second page) Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)

Please Note:

- > **For Company Type DSC:** Authorised person's sign is mandatory in **section 4 (Auth. Letter)** of the Subscription / Application form, with **Rubber Stamp**. For Organization type DSC, the Person who is attesting on Section - 4 and on Company Documents has to provide his Identity proof (Self-attested) and his name should be appear in Board of resolution in case of Pvt. Ltd or Ltd Company. In case of Partnership, other Partner has to authorize and provide his self-attested Identity proof.
- > Round seal of Bank is not sufficient for attestation, bank manager has to put his stamp on which his details must be there. The **Name, designation, office address and contact number of the attesting officer should be clearly visible**. With this, SafeScript should able to trace and contact the attesting officer if required. Only the clear and complete attestation would be accepted. Attestation is applicable for paper documents **non ekyc only**. If seal is not visible, the self-attested copy of organisational Identity card of attesting officer should be enclosed.
- > The person who is enrolling for certificate on ACE web site has to mention date & time of enrolment on top of application form.

Updated checklist for Digital Signature Certificate (DSC) form (Jan 2016)

Note: - Use only Blue Ink to sign the application Form & for attestation on Documents.

For non-Indian citizen applicants

➤ **For non-Indian citizen application who reside his / her native place: -**

Photo ID, Address proof & Company Proof should be **Self-Attested** with **Blue Ink** and **Rubber Stamp of Company** AND also get counter attested by an **Apostle Notary from home country.**

➤ **For non-Indian citizen application who reside in India OR other country: -**

Photo ID, Address proof & Company Proof **along with VISA** should be **Self-Attested** with **Blue Ink** and **Rubber Stamp of Company** AND also get counter attested by a **notary OR Apostle Notary.**

➤ **Attestation of Proofs: Photo ID, Address proof & Company Proof should be Self-Attested with Blue Ink and Rubber Stamp of Company AND also get counter attested by a Banker OR Post Master OR Gazetted Officer.**

Payment:

Payment of DSC to be send favoring “ACE Technology HDFC a/c. no. 03222 0200 00483” by Cheque or through DD payable at Mumbai, HDFC Bank a/c. no. 03222 0200 00483, IFSC: HDFC0000322.

CHECK LIST FOR CLASS 2 INDIVIDUAL NON-EKYC DIGITAL CERTIFICATE	CHECKLIST FOR CLASS 2 ORGANIZATION NON-EKYC DIGITAL CERTIFICATE VALIDATION Please refer POR given below	CHECKLIST FOR CLASS 3 INDIVIDUAL NON-EKYC DIGITAL CERTIFICATE VALIDATION	CHECKLIST FOR CLASS 3 ORGANIZATION NON-EKYC DIGITAL CERTIFICATE VALIDATION Please refer POR given below
<p>SUBSCRIBER FORM:</p> <p><input type="checkbox"/> First Name :</p> <p><input type="checkbox"/> Last Name :</p> <p><input type="checkbox"/> Email Address :</p> <p><input type="checkbox"/> City :</p> <p><input type="checkbox"/> State :</p> <p><input type="checkbox"/> Country :</p> <p><input type="checkbox"/> Passport size photograph of the Subscriber :</p> <p><input type="checkbox"/> Photo ID:</p> <p>i)Check the photo of the Subscriber: ii)Check Identifying Numbers iii)Check Expiry date (As applicable)</p> <p><input type="checkbox"/> Address Proof :</p> <p>i)Check Subscriber ii)Check Expiry date</p> <p><input type="checkbox"/> Signature of the Subscriber :</p> <p><input type="checkbox"/> Date on the Document:</p> <p><input type="checkbox"/> Date of Attestation by Bank/Gazatted Officer:</p> <p><input type="checkbox"/> Attester Name :</p> <p><input type="checkbox"/> Attester Designation :</p> <p><input type="checkbox"/> Attester Signature :</p> <p><input type="checkbox"/> Seal /Stamp confirmed :</p> <p><input type="checkbox"/> Date of Attestation</p> <p><input type="checkbox"/> Contact number of the Attested Officer</p>	<p>SUBSCRIBER FORM:</p> <p><input type="checkbox"/> First Name :</p> <p><input type="checkbox"/> Last Name :</p> <p><input type="checkbox"/> Email Address :</p> <p><input type="checkbox"/> City :</p> <p><input type="checkbox"/> State :</p> <p><input type="checkbox"/> Country :</p> <p><input type="checkbox"/> Passport size photograph of the Subscriber :</p> <p><input type="checkbox"/> Photo ID:</p> <p>i)Check the photo of the Subscriber: ii)Check Identifying Numbers iii)Check Expiry date (As applicable)</p> <p><input type="checkbox"/> Address Proof :</p> <p>i)Check Subscriber / Organisation Name ii)Check Expiry date</p> <p><input type="checkbox"/> Signature of the Subscriber :</p> <p><input type="checkbox"/> Date on the Document:</p> <p><input type="checkbox"/> Date of Attestation by Bank/Gazatted Officer:</p> <p><input type="checkbox"/> Attester Name :</p> <p><input type="checkbox"/> Attester Designation :</p> <p><input type="checkbox"/> Attester Signature :</p> <p><input type="checkbox"/> Seal /Stamp confirmed :</p> <p><input type="checkbox"/> Date of Attestation</p> <p><input type="checkbox"/> Contact number of the Attested Officer</p>	<p>SUBSCRIBER FORM:</p> <p><input type="checkbox"/> First Name :</p> <p><input type="checkbox"/> Last Name :</p> <p><input type="checkbox"/> Email Address :</p> <p><input type="checkbox"/> City :</p> <p><input type="checkbox"/> State :</p> <p><input type="checkbox"/> Country :</p> <p><input type="checkbox"/> Passport size photograph of the Subscriber :</p> <p><input type="checkbox"/> Photo ID:</p> <p>i)Check the photo of the Subscriber: ii)Check Identifying Numbers iii)Check Expiry date (As applicable)</p> <p><input type="checkbox"/> Address Proof :</p> <p>i)Check Subscriber ii)Check Expiry date</p> <p><input type="checkbox"/> Signature of the Subscriber (in blue) :</p> <p><input type="checkbox"/> Date on the Document:</p> <p><input type="checkbox"/> Date of Attestation by Bank/Gazatted Officer:</p> <p><input type="checkbox"/> Attester Name :</p> <p><input type="checkbox"/> Attester Designation :</p> <p><input type="checkbox"/> Attester Signature :</p> <p><input type="checkbox"/> Seal /Stamp confirmed :</p> <p><input type="checkbox"/> Date of Attestation</p> <p><input type="checkbox"/> Contact number of the Attested Officer</p> <p><input type="checkbox"/> Face to Face verification happened</p>	<p>SUBSCRIBER FORM:</p> <p><input type="checkbox"/> First Name :</p> <p><input type="checkbox"/> Last Name :</p> <p><input type="checkbox"/> Email Address :</p> <p><input type="checkbox"/> City :</p> <p><input type="checkbox"/> State :</p> <p><input type="checkbox"/> Country :</p> <p><input type="checkbox"/> Passport size photograph of the Subscriber :</p> <p><input type="checkbox"/> Photo ID:</p> <p>i)Check the photo of the Subscriber: ii)Check Identifying Numbers iii)Check Expiry date (As applicable)</p> <p><input type="checkbox"/> Address Proof :</p> <p>i)Check Subscriber / Organisation Name ii)Check Expiry date</p> <p><input type="checkbox"/> Signature of the Subscriber :</p> <p><input type="checkbox"/> Date on the Document:</p> <p><input type="checkbox"/> Date of Attestation by Bank/Gazatted Officer:</p> <p><input type="checkbox"/> Attester Name :</p> <p><input type="checkbox"/> Attester Designation :</p> <p><input type="checkbox"/> Attester Signature :</p> <p><input type="checkbox"/> Seal /Stamp confirmed :</p> <p><input type="checkbox"/> Date of Attestation</p> <p><input type="checkbox"/> Contact number of the Attested Officer</p> <p><input type="checkbox"/> Face to Face verification happened</p>



Head Office address:

37/320, Unnat Nagar 2, Opp. Patkar College, inside Darshan Photo Studio lane, Goregaon (West), Mumbai - 400062.

• **Tele.:** 022 - 2876 3744/55/66 (Board line)

• **Website:** www.acetechnology.co.in

• **Email id:** support@acetechnology.co.in

Branch Offices

- ◆ Agartala ◆ Bangalore ◆ Bhopal ◆ Chandigarh ◆ Chennai ◆ Delhi ◆ Ernakulum ◆ Gaziabad ◆ Guwahati ◆ Hubli ◆ Hyderabad ◆ Indore ◆ Jabalpur ◆ Kolkata ◆ Lucknow ◆ Nagpur ◆ Patna ◆ Pune ◆ Solapur ◆



Enrollment Date :- _____

Time :- _____

sify safescrypt[®]

Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	1 Year	<input type="checkbox"/>	Request Id: <input type="text"/>
	Class 3	<input type="checkbox"/>	With Org Name	<input type="checkbox"/>	Encryption	<input type="checkbox"/>	2 Years	<input type="checkbox"/>	

Section 1: Subscriber Details

Name*:

Designation :

Date of Birth*: DD MM YY YY YY YY Gender *: Male Female

Address (Residential address in case of Individual or Organization address in case of DSC with ORG)

Organisation Name * :

Door No/Building Name * :

Road/ Street/ Post Office * :

Town/ City/ District * :

State/ Union Territory * :

Country* : PIN Code*

Telephone Number* (with STD Code):

Mobile Number* :

Email id* :



- Use blue-ink only including signature.
- Ensure the Name, Designation, Address and Contact number of the attesting officer in at least one of the attestation document.

Section 2: Identity Proof Details

Photo Identity Proof *	Address Proof *
Identity Proof Name <input type="text"/>	Address Proof Name <input type="text"/>
(Eg: Pan Card, DL, Passport, ...)	(Eg: Passport, DL, Latest Telephone Bill, ...)
Identity Proof Number <input type="text"/>	

Note*: Subscriber's signature should appear on the Photo ID Proof.

Section 3: Declaration

I hereby declare that all the information provided in this Subscription form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for the digital signature certificate, the duties and responsibilities which are applicable under the SafeScript CA CPS (https://www.safescrypt.com/pdf/cps.pdf) and also under the Section 71 of IT Act which stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Signature of the Subscriber*

Date*: DD MM YY YY YY YY Place*:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class 3 DSC.

Section 4: Authorisation (only for ORG DSC)

I, _____ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal*

For office use only

Attestation By Sify Authorised LRA/Partner* (For Class3DSC Only)
I hereby declare that the subscriber has personally appeared before me and submitted the original document copies.

Signature and Seal *

Date * DD MM YY YY YY YY Name *

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

Partner Name:	<input type="text"/>
Sify RA:	<input type="text"/>
Date of Issuance:	<input type="text"/>

SafeScript CA Services brought to you by: Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600 113. E-Mail: enquiries@safescrypt.com

LRA Contact Address : 37/320, Unnat Nagar 2, Opp. Patkar College, Inside Darshan Photo Studio lane, Goregaon(West), Mumbai - 400062.