



मध्यप्रदेश राज्य रोजगार गारंटी परिषद्, भोपाल

(पंचायत एवं ग्रामीण विकास विभाग के अधीन पंजीकृत संस्था)

द्वितीय तल, नर्मदा भवन, अरेरा हिल्स, भोपाल - 462011

क्रमांक / 7707 / NR-10/MGNREGA-MP/15,
प्रति,

दिनांक : 30/07/2015

प्रमुख सचिव, वन विभाग, मंत्रालय, भोपाल
प्रमुख सचिव, उद्यानिकी विभाग, मंत्रालय, भोपाल
प्रमुख अभियंता, ग्रामीण यांत्रिकी सेवा, विंध्याचल भवन, भोपाल

विषय :- एफटीओ के माध्यम से भुगतान हेतु शासकीय विभागों के सक्षम प्राधिकारियों के डिजिटल सिगनेचर बनाने की कार्यवाही बाबत।

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उपरोक्त विषयांतर्गत लेख है कि महात्मा गाँधी नरेगा में इलेक्ट्रॉनिक फण्ड मैनेजमेंट सिस्टम के माध्यम से मजदूरी भुगतान कार्यवाही की जा रही है। नरेगा सॉफ्ट में कार्य क्रियान्वयन अंतर्गत ऑनलाईन प्रक्रिया से मजदूरी तथा सामग्री का भुगतान एफटीओ के माध्यम से किया जाता है। इस भुगतान प्रक्रिया में सक्षम प्राधिकारियों के डिजिटल सिगनेचर क्लास-2 विथ इंक्रिप्शन की आवश्यकता होती है।

वन, उद्यानिकी तथा ग्रामीण यांत्रिकी सेवा के द्वारा क्रियान्वित कार्यों के लिये उनके जनपद/जिला स्तर पर कार्यरत अधिकारियों को नरेगा सॉफ्टवेयर अंतर्गत कार्यक्रम अधिकारी के कार्य एवं लागिन के माध्यम से एफटीओ जारी करने के अधिकारी दिये जाने की कार्यवाही की जा रही है। इस संबंध में लाईन विभागों जैसे- वन, आरईएस, हार्टिकल्चर विभाग से दिनांक 21.07.2015 को हुई बैठक में लिये गये निर्णय संलग्न है। बैठक में लिये गये निर्णय अनुसार संबंधित विभागों द्वारा नरेगा सॉफ्ट के माध्यम से एफटीओ बनाने के लिये अधिकृत अधिकारियों के डिजिटल सिगनेचर तैयार किया जाना है। यदि उक्त नामांकित अधिकारियों के लोक सेवा प्रबंधन विभाग या अन्य शासकीय प्रयोजन हेतु डिजिटल सिगनेचर क्लास-2 विथ इंक्रिप्शन पूर्व से उपलब्ध है तो, पृथक से डिजिटल सिगनेचर बनाने की आवश्यकता नहीं होगी। नवीन डिजिटल सिगनेचर्स बनाते समय यह ध्यान रखा जाये कि सिगनेचर की अवधि कम से कम 02 वर्ष के लिये वैध होना चाहिये।

संबंधित विभागों द्वारा एफटीओ के लिये चयनित लेखाधिकारी/लेखापाल/सक्षम प्राधिकारी प्रथम सिगनेचर के रूप में उनके विभागों से संबंधित कार्यों के मजदूरी एवं सामग्री के भुगतान के एफटीओ बनाने एवं उस पर डिजिटल सिगनेचर करने तथा प्रशासनिक अधिकारी द्वितीय सिगनेचर के रूप में तैयार एफटीओ को परीक्षण उपरान्त डिजिटल हस्ताक्षर लगाकर बैंक को भेजने के लिये उत्तरदायी होंगे।

डिजिटल सिगनेचर्स एनआईसी अथवा डिजिटल सिगनेचर हेतु कंट्रोलर आफ सर्टिफाइड अथोरिटी में पंजीकृत सर्टिफाइड संस्थाओं से निर्धारित आवेदन तथा फीस के साथ व्यक्तिगत तथा पदस्थापना संबंधी जानकारी का सत्यापन कराकर निर्धारित प्रक्रिया का पालन करते हुये डिजिटल सिगनेचर प्राप्त करने की कार्यवाही की जा सकती है। सुलभ संदर्भ हेतु आवेदन का प्रारूप तथा प्रक्रिया का विवरण संलग्न है। डिजिटल सिगनेचर प्राप्त करने हेतु कार्यवाही लोक सेवा प्रबंधन विभाग द्वारा लोक सेवा गारंटी अधिनियम अंतर्गत तैयार किये गये डिजिटल सिगनेचर्स की प्रक्रिया एवं चयनित एजेंसियों जैसे- एमपीकॉन आदि के माध्यम से भी की जा सकती है।

यदि लोक सेवा प्रबंधन विभाग या अन्य शासकीय प्रयोजन हेतु संबंधित अधिकारी के पास डिजिटल सिगनेचर उपलब्ध है तो, पृथक से डिजिटल सिगनेचर बनाने की आवश्यकता नहीं होगी।


(स्मिता भारद्वाज)
आयुक्त

म.प्र. राज्य रोजगार गारंटी परिषद्
भोपाल

महात्मागांधी नरेगा के तहत लाईन विभागों को PO.log.in प्रदाय करने के संबंध में आयोजित बैठक
दिनांक 21.07.2015 का कार्यवाही विवरण

महात्मा गांधी नरेगा के तहत शासकीय विभागों को कार्य क्रियान्वयन एजेंसी के रम्य कार्यक्रम अधिकारी (नरेगा पोर्टल पर पीओ लॉगिन) के अधिकार दिये जाने तथा भुगतान हेतु एफटीओ जारी करने के अधिकृत करने के लिये दिनांक 21.07.2015 को परिषद मुख्यालय पर आयुक्त मनरेगा परिषद् भोपाल की अध्यक्षता में बैठक आयोजित की गई। बैठक में निम्नानुसार अधिकारीगण उपस्थित रहे :-

1. श्री सत्यानंद, आयुक्त रेशम संचालनालय,
2. श्री ए. डी. कपाले, प्रमुख अभियंता, ग्रामीण यांत्रिकी सेवा विभाग
3. श्री ए.के. खरह, अतिरिक्त संचालक उद्यानिकी विभाग
4. श्री अशोक शर्मा, परियोजना प्रबंधक राज्य बॉस मिशन
5. श्री ए. के. चौधरी, मुख्य अभियंता, मनरेगा परिषद्
6. श्री एम. के. जैन, अधीक्षण यंत्री मनरेगा परिषद्
7. श्री ओवेस अहमद, सिस्टम एनालिस्ट मनरेगा परिषद्
8. श्री एम.पी.एस. बुन्देला, प्रभारी उपसंचालक कृषि/उद्यान मनरेगा परिषद्
9. सुश्री सृष्टी, कंसलटेंट राज्य बॉस मिशन

बैठक में विभाग वार की गई चर्चा का विवरण :-

1. **रेशम विभाग :-** आयुक्त, रेशम विभाग द्वारा अवगत कराया कि प्रदेश के समस्त जिलों में विभाग का पर्याप्त अमला न होने से वरिष्ठ अधिकारियों के पास एक से अधिक जिलों का प्रभार होकर पर्याप्त फील्ड स्टॉफ नहीं है। तत्संबंध में यह निर्णय लिया गया कि जहाँ रेशम विभाग का पर्याप्त स्टाफ है वहाँ रेशम विभाग कार्य एजेंसी होगा एवं जहाँ स्टाफ नहीं है वहाँ ग्राम पंचायत कार्य एजेंसी होगी। रेशम विभाग फर्स्ट सिग्नेटरी एवं सेकेंड सिग्नेटरी (जो कि लेखा से संबंधित अधिकारी होगा) का नाम मय जिला/जनपद नाम सहित शीघ्र उपलब्ध करायेगा। इसके साथ ही मूल्यांकन कर्ता एवं सत्यापन कर्ता अधिकारी कौन होगा यह भी उनके द्वारा अवगत कराया जावेगा। PO login प्रदायगी हेतु संबंधित अधिकारियों के डिजिटल सिग्नेचर भी उपलब्ध कराये जावेगे।
2. **उद्यान विभाग :-** उद्यान विभाग के प्रतिनिधि द्वारा अवगत कराया कि उनके पास जनपद स्तर पर "वरिष्ठ उद्यान विकास अधिकारी" का पद उपलब्ध है जिसका वेतन मान विकास खण्ड अधिकारी (BDO) के समकक्ष है। किन्तु एकाउंट से संबंधित अधिकारी जनपद स्तर पर पदस्थ नहीं है। साथ ही समस्त जनपदों पर हार्डवेयर एवं इंटरनेट कनेक्टिविटी की स्थिति ज्ञात कर अवगत कराया जावे ताकि जनपद अथवा जिला स्तर पर संयुक्त हस्ताक्षर से PO.log.in के संबंध में निर्णय लिया जा सके।
3. **वन विभाग :-** वन विभाग के प्रतिनिधि द्वारा अवगत कराया कि बॉस मिशन का कार्य वर्तमान में 12 जिलों में आने वाले 36 डिवीजन में संचालित है। अनुविभागीय अधिकारी एवं रेंज ऑफिसर के संयुक्त हस्ताक्षर से PO login संचालित किया जा सकता है। निर्णय यह लिया गया कि प्रारंभिक रूप से वन मंडलाधिकारी एवं लेखाधिकारी के संयुक्त हस्ताक्षर के 36 संभागों के मुख्यालय विकासखण्ड में PO.log.in प्रारंभ किया जावे।
4. **ग्रामीण यांत्रिकी सेवा:-** प्रमुख अभियंता द्वारा अवगत कराया कि जिला स्तर पर एक या एक से अधिक कार्यपालन यंत्री पदस्थ हैं, किन्तु संभागीय लेखापाल के पद काफी संख्या में रिक्त हैं। ऐसी स्थिति में कार्यपालन यंत्री एवं अनुविभागीय अधिकारी के हस्ताक्षर से PO login संचालित किया जा सकता है। निर्णय यह लिया गया कि प्रारंभिक रूप से हर जिले के दो विकासखण्ड में ही यह प्रक्रिया प्रारंभ की जावे।

5. NREGA portal पर F10 करी करने के लिये 1st and 2nd Signatory का प्रशासकीय नियंत्रण एक ही विभाग में होगा।
6. 1st Signatory लेखा का जानकार तथा 2nd Signatory बीडीओ रक से सम्बन्धित वरिष्ठ अधिकारी होगा।
7. 1st and 2nd Signatory को digital Signature तैयार करने हेतु आवश्यक प्रक्रिया एवं निर्देश सभी विभागों व परिषद द्वारा पृथक से भेजे जावेंगे। (कार्यवाही –सिस्टम एनालिस्ट, मनरेगा समय–सीमा 30.07.2015)
8. PO login, 1st and 2nd Signatory के लिए अधिकारी के नाम, पदनाम चिन्हित कर उनकी पदस्थापना, ई-मेल आईडी एवं मोबाईल नम्बर सहित सूची परिषद मुख्यालय को उपलब्ध कराई जावे।
(कार्यवाही –समस्त संबंधित विभाग प्रमुख समय–सीमा 05.08.2015)
9. विभाग संबंधित अधिकारियों के Digital Signature उपलब्ध करते हुये नामांकित अधिकारी के स्तर पर इंटरनेट कनेक्शन एवं आवश्यक कम्प्यूटर अथवा लेपटॉप व प्रिंटर हार्डवेयर की उपलब्धता सुनिश्चित कर अवगत करावें।
(कार्यवाही –समस्त संबंधित विभाग प्रमुख समय–सीमा 10.08.2015)
10. PO login उपयोग करने वाले सभी अधिकारियों का राज्य स्तर पर प्रशिक्षण दिनांक 20 एवं 21 अगस्त 2015 को प्रदाय किया जावेगा।
(कार्यवाही –सिस्टम एनालिस्ट, मनरेगा समय–सीमा 20 एवं 21 अगस्त 2015)
11. प्रशिक्षण प्राप्त अधिकारी एमआईएस तथा ई-एफएमएस सॉफ्टवेयर में कार्य करने की दक्षता हेतु 30 अक्टूबर 2015 तक PO login का कार्य जनपद पंचायत स्तर पर मनरेगा अमले के सहयोग से संचालित करेंगे।
12. शासकीय विभागों से क्रय की जाने वाली सामग्री का भुगतान एफटीओ द्वारा उनके विभागीय मद में कोषालय के माध्यम से किस प्रकार किया जावेगा। इस पर वित्त विभाग की अनुशंसा अनुसार कार्यवाही की जावेगी। इस संबंध में मनरेगा सशक्त समिति की प्रस्तावित बैठक दिनांक 29/07/2015 में एजेण्डा निर्णय हेतु प्रस्तुत किया जावेगा।

अंत में बैठक सधन्यवाद समाप्त हुई


(स्मिता भारद्वाज)
आयुक्त

म.प्र. राज्य रोजगार गारंटी परिषद



NIC Certifying Authority
National Informatics Centre
Ministry of Communications & Information Technology
Government of India

Photo & ID proof to
be attested by HO

Ref. No.
(To be filled by NICCA/RA Office)

DIGITAL SIGNATURE CERTIFICATE REQUEST FORM

NOTE:

1. **READ INSTRUCTIONS FIRST.** All fields are mandatory and validity of the filled form is 90 days.
2. Please Tick (✓) the appropriate option & submit only Page No. 1 & 2 after filing.
3. Subscriber is advised to read Certificate Practice Statement of NICCA.
4. Validity period cannot exceed the date of superannuation of applicant.
5. Asterisk (*) mark entry will be used in Certificate Subject Details.
6. **INCOMPLETE/INCONSISTENT FORMS WILL BE SUMMARILY REJECTED.**

Affix Recent
Passport Size
Photograph
Attested by HO

1. Category of Applicant : _____ [Fill code from Annexure-I]

2. Project Code : _____ [Fill code from Annexure-II]

3. Class of Certificate Required : Class-1 /Class-2 /Class-3 Device Required: No Device/Token/ Smart Card only for signing certificate

4. Certificate Required (Usage) : Signing /Encryption /SSL/System/Code Signing [Separate Form for each except Signing/Encryption]

5. Certificate Validity [Max. 2 Years] : Two Years /Specify Validity [if less than 2 Years] _____

6. Date of Superannuation [DD/MM/YYYY] : _____

7. Name* (in BLOCK letters only) : _____

8. Designation : _____

9. Email-id*[Official email-id preferred] : _____

10. Ministry/Department : _____

a) Office Address : _____

Tel. No.(O)* _____ Mobile No.* _____

b) Residential Address : _____

11. Identification Details : _____
 [Attach a photocopy of the same attested by HO] [Departmental / Employment Photo ID No./ Service Verification Certificate with photograph on official letter head]

12. Certificate Subject Details* : Organisation* _____
 Organisation Unit* _____
 City* _____ Postal Code* _____
 State* _____ Country* **INDIA**

Only for PAN enabled DSC* : PAN No. * _____ [Attach a self attested photo copy of PAN card, for Company PAN enabled DSC: provide a company PAN & documentary proof for holding position in the company]

13. SSL/Web Server Certificate Details : Public IP Address _____ Physical Location _____
 [To be filled only for SSL certificate] URL/Domain Name _____
 Alternate Domain Name _____
 IP allocation Organisation _____

14. System Certificate Details : IP Address _____ MAC Address _____
 [Any one detail required] Serial No./Unique Id (CPU/device) _____

15. Payment Details : DD No. _____ Date _____ Bank Name _____
 NICS/ Project No., if any _____

Place:

Date:

(Please do not write below this line)

Signature of Applicant

(For NICCA/RA Office Use Only)

REF	SCAN	UID	SC/SCR	TKN	PRN
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Req. No. (S) _____
 Req. No. (E) _____

RAA Name Date

Declaration by Subscriber

I hereby declare and understand that

1. I have read the subscriber agreement under Resource link available on NICCA website (<https://nicca.nic.in>).
2. I shall keep the private key safe on FIPS-140 Level-2 compliant smart card/USB crypto-tokens (Signing/Code Signing certificate) and will not share with others.
3. I shall verify the contents and the correctness of the certificate before accepting the DSC. I shall send a signed mail to NICCA (casupport@nic.in) to acknowledge the acceptance of the DSC.
4. I shall not use the private key before acceptance of the DSC.
5. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.
6. **If the private key of my DSC is compromised, I shall communicate to NICCA without any delay as per the requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulation 2001.**
7. I understand the terms and conditions of issued DSC and will use the DSC under the terms of issue as in the Certificate Practice Statement.
8. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
9. I am solely responsible for the usage of these Certificates/Tokens/ Technology. I shall not hold NICCA responsible for any data loss/ damage, arising from the usage of the same.
10. **I am aware that Key Escrow/Archiving of Encryption Keys is not done by NICCA and I shall not hold NICCA responsible or approach NICCA for recovery of my private Encryption Key, in case of its loss or otherwise. I understand that in case of loss of private key of encryption certificate, I will not be able to decrypt the data which was encrypted by corresponding public key of the encryption certificate. I would keep safely backup of p12/pfx encryption key file and recover/restore the same in case its accidental or otherwise loss.**
11. I shall be responsible for compliance to the relevant sections of the IT Act/Indian Telegraphic Act and other Acts/laws of the Indian legal system, pertaining to Encryption/Decryption of any message or document or electronic data, and I shall be liable for associated penal actions, for any breaches thereof.
12. **NICCA shall not be held responsible and no legal proceeding shall be taken against NICCA for any loss and damage that may occur due to any reason whatsoever including technology upgradation, malfunctioning or partial functioning of the software, USB Token/ Smart Card or any other system.**
13. I am aware that the Certificate, issued by NICCA is valid only for the intended usage and for the period mentioned in the certificate. I undertake not to use the Certificate for any other purpose.
14. I am conversant with PKI technology, and understand the underlying risks and obligations involved in usage of Encryption Certificate/DSC.
15. For SSL Server Certificate, I undertake that I have checked the existence of IP/URL/domain name and physical location of the server.
16. For System Certificate, I undertake that MAC/Serial No./IP No. are correct and are in my custody.
17. For Class-3, certificate I shall appear in person at NICCA/RA/ **Physical Appearance Centre (PAC)** any of the NIC Centres, State Units/ District Centres/Cells at various Ministry Cell of NIC along-with a **photograph** and **departmental photo-id card** for verification.
I certify the following: (Tick whichever is applicable)
 - I have not applied for a DSC with NIC-CA earlier.
 - I have been issued a DSC by NICCA with User-id _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the DSC, NIC-CA will not be responsible for the consequences/liabilities and will be free to take any action including cancellation of the DSC.

Date:

Place:

[Signature of Applicant]

Verification and/or Declaration by Head of Office of Applicant for issuance of DSC

1. This is to certify that Mr./Ms _____ has provided correct information in the Application form for issue of Digital Signature Certificate for subscriber to the best of my knowledge and belief.
2. I have verified the credentials of the applicant as per the official records/ I have got verification letter from the companies/vendors for the contractual employees from where they have been hired/outsourced, as per the **guidelines given at page 4.**
3. I certify that contractual employee Mr/Ms. _____ is working in project _____ at _____. His/her contract is valid from _____ to _____.
4. I hereby authorize him/her, on behalf of my organization to apply for obtaining DSC from NICCA for the purpose as in DSC.
5. **In case of issuance of encryption certificate**, it is further certified that a Policy/Procedure is in place, which describes the complete process for Encryption Key Pair Generation, Backup Procedure, safe-keeping of Backups and associated Key Recovery Procedures. The consequences of loss of the key have been explained to the user and he/she has been advised about securing the key and making it available to relevant authorities, in case of emergency. **I shall not approach NICCA for recovery of private Encryption Key, in case of its loss or otherwise.**
6. For SSL server certificate, I have verified the existence of URL/IP, the IP allocation organisation and physical location of web server.
7. For System Certificate, I have verified the MAC/Serial/IP no of the system/device.
8. It is noted that the organization shall inform NICCA for revocation of DSC on the cessation/superannuation of his/her employment.
9. I have attested applicant's photograph and the copy of the identification proof.

Date:

Place:

[Signature of Officer with Office Seal with name and designation]

Note: Contractual employees will be issued only signing certificate and with a maximum validity of one year.

Checklist to be ticked [V] by NIC Coordinator before forwarding to NIC RA/CA Office

- | | |
|---|---|
| <input type="checkbox"/> All asterisk (*) marked entries are filled | <input type="checkbox"/> Payment details filled & DD attached (if required) |
| <input type="checkbox"/> Copy of Departmental photo-Id attested by HO/Service Verification letter on letter head with photograph of the applicant | <input type="checkbox"/> Self attested copy of PAN card attached, if any |
| <input type="checkbox"/> Signature of Applicant done | <input type="checkbox"/> Verification by Head of Office (HO) with Signature & Official Seal |
| <input type="checkbox"/> In person verification is done for Class-3 applicant as attached Annexure-III | <input type="checkbox"/> Affixed photograph attested by the HO |

Email: Mobile No.: [Signature of NIC Coordinator with name and designation/Office Seal]

Date: Place:



[This form is to be forwarded to the respective RA/CA Office of NICCA
[DETATCH PAGE NOS. 3 & 4 BEFORE SENDING THE DSC FORM]

Annexure-I
(Applicant Code & Category)

Code	Category	Code	Category
1.	Govt.	6.	Contractual employee in the above category
2.	Judiciary	7.	MP/MLA
3.	PSU	8.	Elected Member of Village Panchayat/Gram Sabha
4.	Statutory/Autonomous Body
5.	Sec. 25 Company of Govt.	99.	Others

Annexure-II
(Project Code & details)

Code	Project	Code	Project
1.	E-Procurement - NIC portal	21.	Integrated Finance Management System
2.	E-Tendering - NIC portal	22.	Professional Courses Counselling, Admissions & Results
3.	E-Tendering - Others	23.	Public Service Management System (Under the Public Service Commission Act, MP)
4.	E-Courts	24.	e-FMS (Facility Management System Under the MGNREGA)
5.	Supply order placing/DGS&D	25.	UP Technical Education Counselling
6.	E-office	26.	UP Polytechnic Counselling
7.	Income Tax Return Filing	27.	UP B.Ed counselling
8.	Email authentication	28.	UP Medical Counselling
9.	Bhoomi Project	29.	UP VAT (Commercial Tax)
10.	E-District	30.	SSDG/EDS
11.	MNREGA	31.	UP Education Department
12.	Election Commission	32.	Instant Money Order of Deptt of Posts
13.	OASYS (Online Answering Information System for Assembly Questions)	33.	Online Police verification for passport
14.	LRC (Land Record Computerization)	34.	Mee Seva – Government of AP portal.
15.	Treasury (for E-Payment)	35.	ERMS Module - Portal for CEO, Tripura (Election Commission)- private portal
16.	Food & Civil Supplies (for Ration Cards)	36.	Vat Soft for Taxes & Excise Organisation, Govt. of Tripura
17.	Nemmadi - Rural Digital Services	37.	IVFRT
18.	eAPAR	38.	
19.	Health department of Bangalore Mahanagara palike	...	
20.	Web HALRIS and Web HARIS	99.	Others

A. Instructions for DSC Applicants

- NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant must read the IT Act 2000 under Resources (<https://nicca.nic.in>).
- Subscriber is required to send one copy of DSC request form, duly signed and forwarded by Head of Office to respective RA/NIC-CA. Applicant is advised to retain a copy of the same, which would be required while generating DSC request on line from <https://nicca.nic.in>
- The RA/NIC-CA scrutinizes the DSC form, for issue of DSC. If all particulars are in order, a User-Id, password and the profile for the applicant is created using the details submitted. The form will be valid for 90 days only (applicant has to generate key pair request and download certificate within 90 days) failing which, user is required to submit fresh DSC application.
- It is very **important & legally binding** to keep the private key securely, for which the applicant must generate key pairs/request using FIPS-140 Level-2 compliant smart card/USB crypto-tokens, which guarantees that private key never leaves the card/token once generated.
- In case of loss/compromise of DSC, applicant should immediately inform NIC-CA office either by phone 011-24366176 or e-mail at casupport@nic.in or send online revocation request through Member Login from <https://nicca.nic.in>.
- For viewing all valid DSCs and CRLs, the user can access the website (<https://nicca.nic.in/>) under Repository.
- Smart card/USB crypto-tokens, **allow only maximum 4-10 numbers of incorrect attempts for entering pass phrase/pin**. It is advisable to be careful while entering the pass phrase as repeated incorrect entries shall block the same. On exceeding this limit, special efforts may be required to unblock the device.
- It is important to note that email-id given by the **applicant is functional** and applicant accesses the same on regular basis as all communication related to DSC like generation, revocation, renewal, expiry details are communicated through the given email-id.



9. SSL Server certificates are not issued for Private IPs, it is issued only for Public IPs. The applicant has to fill the information about the IP address allocating Authority.

10. **CERTIFICATE CLASSES, OID & ASSURANCE LEVEL**

Sr. No.	Class of Certificate	OID	Assurance Level/Verification Process
1.	Class-0	2.16.356.100.2.0	It carries no assurance, as it is created with general distinguished name not for an individual.
2.	Class-1	2.16.356.100.2.1	Provides minimum level of assurance. Subscriber's identity is proved only with help of Distinguished Name- DN and hence provides limited assurance of the identity.
3.	Class-2	2.16.356.100.2.2	Provides higher level of assurance confirming the details submitted in the DSC Request Form, including photograph and documentary proof in respect of at least one of the identification details.
4.	Class-3	2.16.356.100.2.3	Provides highest level of assurances, as verification process as in addition to the verification process required for the class-2 certificates, the applicants are required to be personally present at Physical Appearance Centre (PAC) for completion of in-person verification process.

11. The DSC applicant with category Govt/PSU/Judiciary/Statutory/Autonomous Bodies/Sector 25 Govt Company has to get his credentials verified from his/her **Head of the office of organisation**, contractual employee has to verify his credentials from his/her employer, the Elected Member (MP/MLA/Village Panchayat/Gram Sabha) has to verify his/her credentials from head secretariat/Panchayat.
12. For any further clarification, user can write to casupport@nic.in or visit the NIC-CA website (<https://nicca.nic.in>).
13. Issued certificates not downloaded within **2 weeks** shall be revoked without intimation to the applicant and a fresh form would be required for new certificate.
14. Media provided by NICCA is with a warranty of six months against manufacturing defects from the date of issuance. In case of manufacturing defect, the same shall be replaced, but for issuance of DSC, subscriber has to apply with a fresh form.
15. On loss/physical damage of USB Token/Smart Card, new media shall be issued after payment only. Also for issuance of new DSC, the subscriber has to revoke the previous issued (lost) DSC and submit a new form for DSC issuance.
16. The media provided by NICCA shall provide support for platforms as mentioned at NICCA website (<https://nicca.nic.in>) Also for platform which has become obsolete due to technology advancement, support shall be discontinued.
17. The applicant is responsible for preparation of his/her machine with all relevant software downloads from NICCA website or otherwise for certificate request creation and download from web interface of NICCA at (<https://nicca.nic.in>).
18. Authentication pin for downloading the certificate shall be sent **ONLY** to the email specified in the DSC request Form. Request for auth-pin from any other person will not be entertained. In case of accidental deletion/non-delivery of email containing the pin the DSC applicant has to send a mail from email id quoted in the application to casupport@nic.in for resending the authentication pin.
19. **Department photo-id card has to be produced for completion of physical verification for Class-3 DSC applicant.**
20. **Contractual employees will be issued only Class-1/Class-2 Signing certificates.**
21. NICCA IS NOT RESPONSIBLE FOR ANY POSTAL DELAYS OR LOSS OCCURRING DURING THE TRANSIT OF THE MEDIA. NICCA CANNOT BE HELD LIABLE FOR THE SAME.

B. Guidelines for verification by Head of Office (HO)

The head of the office is appointed in the Govt. Department/Organisation. The Superior officer not necessarily be the Head of the Office (HO).

- The **Head of Office (HO) of respective organizations/departments** of DSC requestor has to verify the identity /credentials of applicants. They will be solely responsible for authentication and validation of each subscriber/applicant within the organisation. **The onus of verification lies with Head of office (HO) of the Applicant.**
- For the DSC applicant with category Govt/PSU/Judiciary/Statutory/Autonomous Bodies/Sector 25 Govt Company the credentials have to be verified by **Head of the office of organisation**, for the contractual employee credentials have to be verified by his/her employer, for the Elected Member (MP/MLA/Village Panchayat/Gram Sabha) credentials have to be verified by secretary/Panchayat Head.
- The **HO of respective organizations/departments** must utilize various procedures to obtain evidence in respect of employment in Government Sector/contractual persons deployed for e-governance project by way of documentary evidence and cross examination of the same with available official records in their office.
- For contractual employees, the HO has to get verified the credentials from the companies/vendors from where these contractual employees have been hired/outsourced by way of getting a letter on letter head from the company/vendor.
- Registration Authorities of NIC (NICRA) are not responsible for verification of credentials of the applicant.**
- For SSL server certificate the **HO** has to ensure the correctness of URL/IP address and must verify the physical location of web server.
- For System Certificate the HO has to ensure the correctness of MAC/Serial No./IP address of the system.
- The HO has to put his signature and official sea. for verification and the photograph pasted on the form.

C. Guidelines for NIC-Coordinator

On receipt of DSC application form, N.C-Co-ordinator must check & tick the Checklist based on information/documents available with the DSC form before forwarding to NIC RA/CA Office. He/She has to put his signature along with official seal. In case of Class-3 DSC applicant, **Annexure-III** has to be dully filled & submitted.

Ref. No.: (To be filled by NICCA/RA Office)

Annexure-III

Physical Appearance Verification Details

(To be filled by NIC Verifying Officer for Class-3 DSC applicant)

- ✓ In-person verification of Shri/Smt/Ms.....Class-3 DSC applicant has been carried out on (dd/mm/yyyy) at(hh:mm).
- ✓ He/she has shown his/her departmental-id/Service verification letter bearing No.
- ✓ His/her signature & photograph have been matched with signature & photograph available on his/her departmental-id card/ Service verification letter as well as DSC application form.
- ✓ His/her signature & photograph have been attested by the undersigned as shown below.
- ✓ His/her mobile No. is
- ✓ Photocopy of departmental-id card attested by HO is attached herewith.

Paste passport size latest Photograph of Applicant (For class-3 certificate only)
Attested by NIC Verifying Officer

Applicant's Signature
 (To be signed in the presence of verifying officer)

Photograph to be Attested by NIC Verifying Officer (Signature & Stamp across the photograph)

Attested/verified by:-

Name/Designation/Emp. Code

Email:

Telephone/Mob No.:

NIC Centre/Location:

[For Class-3 certificate only - This Annexure is to be attached with DSC form & forwarded to the respective NICCA/RA Office Please ensure all the fields are filled up]

Registration Form for Digital Certificate

ORGANIZATION

(n)Code Solutions

GNFC

Customer Identification Number: _____ (for office use only)

Documents Required for Verification

DOCUMENTS REQUIRED FOR ALL ORGANIZATION DSC APPLICATIONS

1. Attested copy of following documents

PROPRIETORSHIP FIRM

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 front side page-1)

PARTNERSHIP FIRM

Copy of partnership deed (Max of first three
pages including list of partners and authorised 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)

CORPORATE ENTITIES

Copy of Company Pan Card
(Front side page-1)

Copy of certificate of
incorporation (page-1)

Copy of statement of bank
A/c. (First and second page)

Copy of article and memorandum
of association (First two 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

2. Authorization Letter

COPY OF SUPPORTING DOCUMENTS SHOULD BE ATTESTED BY ANY ONE OF THE FOLLOWING

Gazette officer

Bank Manager/Authorised executive of the Bank

Post Master

PAYMENT DETAILS

Date :

Bank Name :

DD / Cheque No. :

Amount :

Authorization Letter

Please Note: The authorized signatories for applying Digital Signature Certificate should be duly authorized by the resolution of board of directors / Partners.

To,

(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. _____ (certificate applicant) has provided correct information in the application form for issue of Digital Certificate to the best of my knowledge and belief and is working with _____ (organization name). He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name	_____		Designation	_____
Identity	Address		_____	
Area/Landmark	Town/City/District	State		
Pincode	Date	/	/2015	
Place	[Sign : _____]			

PHOTOGRAPH
OF
AUTHORISING
PERSON

(n)Code Offices

Corporate Office: Andhra Pradesh - 079-4309 7300 - dscsales@ncode.in

Delhi
011-26452279/00
northsales@ncode.in

Bombay
030-26452225
southsales@ncode.in

Mumbai
022-22048908
mumbaisales@ncode.in

Surat
0261-2759944
suratsales@ncode.in

V 4.3

Toll Free : 1800 - 233 - 1010

www.ncodesolutions.com

(n)



Registration Form for Digital Certificate

ORCA/IT/01/2014

nCode Solutions

Customer Identification Number : _____ (for office use only)

PLEASE TICK ANY ONE Class2 OR Class3

Validity 2 Years Validity 1 Year Only Signing OR Sign & Encrypt

INSTRUCTIONS :

1. Please visit the website www.ncodesolutions.com and click on the link BL/IN/TK/OND.
2. DSC will be having period of validity upto 2 years. For more information visit www.ncodesolutions.com or call for more information.
3. In case of keypad based devices, validated device should apply for evaluation of device only.
4. For obtaining Class 3 DSC, person's signature and video recording of DSC application is mandatory as per CCA Guidelines.
5. DSC Certificate is valid for 15 years. It is subject to annual renewal. It will be automatically deprecated after 15 days from the expiry date. The DSC will not be entertained with respect to the certificate after the renewal period.
6. All supporting documents should be attested by a Certified Officer or Bank Manager or Post Master and the local jurisdiction office address and contact number of the attesting officer should be clearly visible.
7. For 1024 level validated Hardware Cryptogram it is mandatory to download the DSC.

Applicant Name

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Unique Email ID

Unique Mobile No.

Identify Detail of Applicant

Please tick any one and enclose the copy of same

*PAN Card

Driving License

Passport

Postoffice ID Card

Copy of Bank A/c. Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Government issued photo ID card bearing the signature of the applicant

*For PAN based DSC pls provide the PAN Card details and enclose the attested copy of same.

Company Name

Company PAN

Office Address

Area / Landmark

Department

PLEASE NOTE :

*Section 71 of IT Act 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.

DECLARATION :

1. In case of submission of Aadhaar Card details, I provide my consent to nCode Solutions for using Aadhaar Card details for my identity authentication only.
2. I hereby agree that I have read and understood nCode Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in nCode Solutions CPS.
3. I hereby authorize nCode Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant with seal of Organization

Verified by (n)Code Office

For RA use only

Seal & Signature

RA Name, Seal & Signature

V 4.3



Toll Free : 1800 - 233 - 1010

www.ncodesolutions.com



Class of Certificate	Class 2	<input type="checkbox"/>	Type of Certificate	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	Certificate Validity	1 Year	<input type="checkbox"/>
	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*: Gender*: Male Female * Self Attested Photo

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

Organisation Name* :
(Mandatory in case of ORG DSC)

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* :

Section 2: Identity Proof Details

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

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

Section 3: Declaration

I hereby declare that all the information provided on 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 a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the SafeScript CA's CPS <https://www.safescript.com/pdf/cps.pdf>.

Signature of the Subscriber*

Date*: Place*:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class3 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 Class3 DSC Only)
I hereby declare that the subscriber has personally appeared before me and submitted the original document copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal*

Date* Name*

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

Note*: Safescript at its discretion, will make a telephone call to verify the details of the Subscriber.
SafeScript CA Services brought to you by:

APPLICATION FORM - SIGNATURE / ENCRYPTION CERTIFICATE

FOR GOVERNMENT ORGANIZATION



Application ID: Signature

Encryption

(For Office Use Only)

PLEASE FILL IN BLOCK LETTERS ONLY. ALL FIELDS ARE MANDATORY

More Instructions available at: <http://www.e-mudhra.com/instruction.htm>

APPLICANT INFORMATION

Date of Birth	Gender	Male	Female	Nationality
Organisation Name				
Department				
Address				
City				Pin code
State				
PAN of Applicant				Mobile
Email ID				

Affix recent passport size photograph of the applicant duly signed across

CLASS:

Class 1 Class 2 Class 3

TYPE:

Signature Encryption Other

VALIDITY:

1 Year 2 Years

DOCUMENT PROOF (attested by Bank Manager OR Post Master OR Gazetted Officer (Group 'A' /Group 'B'), against producing the originals)

Proof of Identity (Any one of below)*

(Having applicant photo and Signature, as part of it)

- Passport.
- PAN Card of applicant (Mandatory if PAN provided).
- Driving License.
- Post Office ID Card.
- Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.
- Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments
- Any Government issued photo ID card bearing the signatures of the individual.

Other documents

- Certifying copy of Authority signatory organisation ID proof.

ID Number

Attesting Officer

- Self attested copy of ID Card/Contact details of attesting officer.

DECLARATION BY APPLICANT

I hereby agree that I have read and understood the provisions of e-Mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this form is true & correct to the best of my knowledge. I accept publishing my certificate information in e-Mudhra repository. I am aware of risks associated in case of Class 1 Certificate, when storing the private key on a device other than a FIPS 140-1/2 validated cryptographic module.

Date

Place

Signature of the applicant
(As in ID proof | Blue Ink Only)

AUTHORIZATION

I hereby authorize the above applicant, on behalf of the Organisation to apply for obtaining the Digital Signature Encryption Certificate issued by e-Mudhra

Authorized Signatory (Sign and Seal)

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

Date

RA Name, Code & Seal

Signature of RA