

ਲੀ:ਟੀ.ਏ./ਡੀ.ਡੀ.ਆਈ/ਡੀ-2/2018/ਡੀਜੀਟਲ ਸਿਗਨੇਚਰ/7876
ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ,
ਖਜ਼ਾਨਾ ਤੇ ਲੇਖਾ ਸ਼ਾਖਾ
ਵਿੱਤ ਤੇ ਯੋਜਨਾ ਭਵਨ, ਪਲਾਟ ਨੰ:-2-ਬੀ, ਸੈਕਟਰ 33-ਏ, ਚੰਡੀਗੜ੍ਹ
e-mail ddins17@gmail.com, Tele. 0172-2662496

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ
ਚਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ ਚੰਡੀਗੜ੍ਹ।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ: 29-8-2018

ਵਿਸ਼ਾ: ਡੀ.ਡੀ.ਓਜ਼ ਦੇ ਡੀਜੀਟਲ ਸਿਗਨੇਚਰਾਂ ਸਬੰਧੀ।

ਸ੍ਰੀ ਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਆਪ ਜੀ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਟੀ.ਸੀ.ਐਸ. ਵਲੋਂ ਮਿਤੀ 30.08.2018 ਤੋਂ ਰਾਜ ਦੇ ਸਮੂਹ ਡੀ.ਡੀ.ਓਜ਼ ਦੇ ਡੀਜੀਟਲ ਸਿਗਨੇਚਰ ਬਣਾਉਣ/ਹੀਨਿਉ ਕਰਨ ਦਾ ਕੰਮ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਚੰਡੀਗੜ੍ਹ ਦੀ ਥਾਂ ਤੇ ਖਜ਼ਾਨਾ ਤੇ ਲੇਖਾ ਸ਼ਾਖਾ, ਗਰਾਉਂਡ ਫਲੋਰ, ਵਿੱਤ ਤੇ ਯੋਜਨਾ ਭਵਨ, ਪਲਾਟ ਨੰ: 2-ਬੀ, ਸੈਕਟਰ 33-ਏ ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਕੀਤਾ ਜਾਵੇਗਾ।

ਇਸ ਲਈ ਆਪ ਨੂੰ ਬੇਨਤੀ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਆਉਂਦੇ ਦਫਤਰਾਂ ਦੇ ਸਮੂਹ ਡੀ.ਡੀ.ਓਜ਼ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਵੇ ਕਿ ਡੀਜੀਟਲ ਸਿਗਨੇਚਰ ਬਣਵਾਉਣ/ਹੀਨਿਉ ਕਰਵਾਉਣ ਲਈ ਪਤੱਰ ਨਾਲ ਨੱਥੀ ਫਾਰਮ ਅਤੇ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਪੂਰੀ ਕਰਕੇ, ਉਪਰੋਕਤ ਦਫਤਰ ਵਿਖੇ ਟੀ.ਸੀ.ਐੱਸ. ਅਧਿਕਾਰੀਆਂ ਨਾਲ ਸੰਪਰਕ ਕਰਨ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ - (3)

ਅਡੀਸ਼ਨਲ ਡਾਇਰੈਕਟਰ(ਖਤੋਲੇ)
ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਪਿੱਠ ਅੰਕਣ ਨੰ:/ਟੀ.ਏ./ਡੀ.ਡੀ.ਆਈ/ਡੀ-2/ਡੀਜੀਟਲ ਸਿਗਨੇਚਰ/2018/7876 ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ: 29-8-2018

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਪੀ.ਏ/ਡਾਇਰੈਕਟਰ, ਖਜ਼ਾਨਾ ਤੇ ਲੇਖਾ, ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
2. ਪੀ.ਏ/ਅਡੀਸ਼ਨਲ ਡਾਇਰੈਕਟਰ, ਖਜ਼ਾਨਾ ਤੇ ਲੇਖਾ ਸ਼ਾਖਾ, ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
3. ਪ੍ਰੋਜੈਕਟ ਇੰਚਾਰਜ, ਟੀ.ਸੀ.ਐਸ. ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1, ਚੰਡੀਗੜ੍ਹ।
4. ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਖਜ਼ਾਨਾ ਅਫਸਰ, ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ।

ਅਡੀਸ਼ਨਲ ਡਾਇਰੈਕਟਰ(ਖਤੋਲੇ)
ਵਿੱਤ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ।

CCA GUIDELINES FOR DSC PROCESS FOR NEW/RENEW CASES

GUIDELINES AND DOCUMENTS

1. All the fields in the form are mandatory and no field must be left blank.
2. The complete form must be filled-in with Blue-Ink only.
3. The applicant has to provide his/her Unique Email ID and Mobile No.
4. The applicant has to affix his/her recent passport size photograph and sign across the photograph extended to application form as mentioned in the application form.
5. The applicant has to enclose a copy of his/her Organization's ID Card and it must be attested by his/her vertical head.
6. The applicant has to enclose a copy of any one from (PAN Card/Driving License/Passport) and it must be attested by his/her vertical head.
7. The applicant has to put his/her Signature with Seal of Organization on the first page of the form in the space provided.
8. On the 2nd page of the form the Details of the Authorizing Person (i.e. vertical head) is mandatory with his/her Signature with Seal of Organization.
9. The copy of Organization's ID Card of the Authorizing Person (i.e. vertical head of the applicant) is mandatory and must be attested by Gazetted Officer or Bank Manager or Post Master.
10. Controller of Certifying Authorities (CCA) has mandated Physical verification of the applicant (applying for digital signature) by a Certifying Authority prior to issuance of Class 2 personal Digital Signature Certificate from 27.06.2018 onwards. For this, a tamper proof video recording of minimum 30 seconds of the DSC applicant needs to be uploaded after Customer Id generation. After registering the applicant details and customer Id generation, applicant would receive a mail at the registered email id regarding the link for uploading the video. Below is the link for uploading the video for your reference.

[https://usercenter.ncodesolutions.com/lraext/capture_video.asp?cust_id=\(CustomerIdentificationnumber\)](https://usercenter.ncodesolutions.com/lraext/capture_video.asp?cust_id=(CustomerIdentificationnumber))

MOST IMPORTANT

1. Along with the application form a single page form i.e. LETTER FOR VERIFICATION must be enclosed in which the NAME, DESIGNATION, and MOBILE NO. of the Authorizing Person (i.e. vertical head of the applicant) with Signature and Seal of Organization must be clearly visible.
2. This letter must be printed on Organization's letter head.
3. The vertical head of the applicant must be same throughout the process.

**THE INCOMPLETE APPLICATION
WOULD BE LIABLE FOR REJECTION IN
ANY CASE.**

1.



Registration Form for Digital Certificate

GOVERNMENT

(n)Code Solutions
e-Safe & e-Secure

Customer Identification Number : _____ (for office use only)



PLEASE TICK ANY ONE Class2 OR Class3

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

INSTRUCTIONS

- Please fill the form in English only in legible format
- For obtaining Class 3 "In Person verification and video recording of DSC applicant" is mandatory as per CCA - Guidelines
- As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 092239 90613, 090163 60370.
[Customer Id][Space]CID NO][Space][Email][Space]_____]
- All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible
- Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period
- OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
- In case of keypair been compromised/lost/deleted, please apply for revocation of certificate.
- FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC

Applicant Name APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname First Name Middlename

Affix recent passport size photograph of the applicant

Unique Email ID

Unique Mobile No.

GST Number

Identity Details of Applicant DOC No.

*PAN Card or Aadhaar Number Driving License Passport Govt. ID Card Postoffice ID Card Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

I hereby declare that neither PAN nor Aadhaar Number has been issued to me

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

Organization Name

Organizational Email ID

Govt. ID Card Detail (Enclose attested copy) Department

Office Address As per supporting document submitted

Area / Landmark Town/City/District State

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 :

- In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
- I hereby agree that I have read and understood (n)Code 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 (n)Code Solutions CPS
- I hereby authorize (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date : _____ Place : _____

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

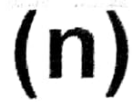
For RA use only
All Documents, address and physical presence verified by

Seal & Signature

RA Name, Seal & Signature

V 4.7

Toll Free: 1800-419-4455
www.ncodesolutions.com



2.



Registration Form for Digital Certificate GOVERNMENT

(n)Code Solutions
- Code is Culture - Code

Customer Identification Number : _____ (for office use only)



Documents Required for Verification

Attested copy of following for
Government Application

- A. Applicant's identity card
- B. The application for DSC should be forwarded/Certified by the authorized signatory (Competent authority of the Department/ Head of Office / NIC Coordinator.
- C. Copy of identity card of authorised signatory.

Notes :

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber, with a statement similar to that used for life certificate of pensioners.
- B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

Authorization Letter

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

This is to certify that

Mr. / Ms. _____ (certificate applicant)

Mobile _____ 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). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name	_____
Designation	_____
Date	_____
Place	_____
Identity	_____
[Sign : _____]	_____

Signature of Authorising Person (Blue Ink Only)
with Seal of Organization.

(n)Code Office

Corporate Office Gandhinagar : 079 - 83743300/200 - dscsales@ncode.in

Delhi 011-26450776/81 delhisales@ncode.in	Bangalore 080-25723022 bangaloresales@ncode.in	Mumbai 022-22044998 mumbaisales@ncode.in
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V.4.7



CMMISVC/5



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