

Government of India
Ministry of Water Resources, RD & GR
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 21.11.2017.

OFFICE MEMORANDUM

Subject:- Proposal to Procure Digital Signature Certificates (DSCs) for the Officials/ Officers of the Ministry for better functioning of eOffice – reg.

The undersigned is directed to say that with the approval of the Secretary (WR, RD & GR) it has been decided that for better functioning of the eOffice, Digital Signature Certificates shall be procured for those Officials/ Officers who have the authority to sign on a file.

2. As per guidelines, all procurements are required to be done through GeM and there are three agencies available for providing DSCs on GeM viz. nCode Solutions, Capricorn and eMudhra. It is informed that the purchase Order on GeM may be placed, on a particular day, to any of the above three agencies on GeM who shall offer the lowest price.

3. It is therefore requested that the enclosed Application forms of all the above three agencies for obtaining DSC may be duly filled up by all concerned officials in your Wing/ Division/ Branch/ Sections/ Desk etc which may be furnished to the e-Governance Cell by **30.11.2017** positively. Besides, the following points may be ensured while filling up the application form:

- i. Name of the officer in e-office Employee Master Details and DSC must match.
- ii. The photograph must be self-attested by the applicant.
- iii. The official NIC email ID (name based not designation based) should be provided in the form.
- iv. Application form must be signed by the applicant.

Encl: as above.

(Y. P. Yadav)

Under Secretary to the Government of India,
Ph. 011-23714350

To,

1. All Wing Heads of the Ministry
2. All DS/ Director equivalent officers in the Ministry
3. Sr. Technical Director, NIC Cell
4. All US and equivalent officers in the Ministry
5. All Sections/ Desk and equivalent officers in the Ministry.

Copy to:

Sh. Navdeep Singh Nagi, Project manager, eOffice PMU, with a request to kindly incorporate DSCs functionality in the eOffice instance of this Ministry.

CERTIFICATE . DIGITAL

Licensed Certifying Authority

INDIVIDUAL DSC

Please select Certificate type

TIP: Please select class of certificate and validity.

v-1.5 - 10.08.2016

Class 2 3

Year 1 2 3

Type Signing Sign & Encrypt

Individual

Form ID

Please complete the applicant details

TIP: The certificate would be issued in the following name.

APPLICANT	First Name	Middle Name	Last Name	Date of Birth
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	PAN Number	Mobile No.	E-mail ID	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Address	<input type="text"/>		
Town/City/District	State/Union Territory	PIN	<input type="text"/>

Identity Proof	<input type="radio"/> PAN Card	<input type="radio"/> Post Office ID Card	<input type="radio"/> Bank Account passbook having the photograph and signature by individual
	<input type="radio"/> Driving licence	<input type="radio"/> Passport	<input type="radio"/> Any Government issued photo ID card bearing the signature of the individual
Address Proof	<input type="radio"/> Passport	<input type="radio"/> Voter ID Card	<input type="radio"/> Gas Connection
	<input type="radio"/> Water Bill	<input type="radio"/> Driving licence (DL) / Reg. Certificate (RC)	<input type="radio"/> Electricity Bill
		<input type="radio"/> Property Tax / Corporation Tax Municipal Corporation Receipt	<input type="radio"/> Service Tax / Vat Tax / Sales Tax Reg. Certificate
			<input type="radio"/> Telephone Bill
			<input type="radio"/> Bank Statement Signed by Manager
			<input type="radio"/> Aadhar

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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

Instructions:

- Please fill up the form in 'English' only.
- Incomplete, illegible or inconsistent applications will be rejected.
- Supporting documents should be attested either by a bank manager, a Gazette officer or a Post Master.
- The utilities bill or bank statement should not be older than 3 months from the application date.
- Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
- For CLASS 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
- Mobile verification by the applicant is mandatory.
- DSC Download link is sent to the applicant email only.
- The certificates must be downloaded only in a cryptographic device.
- Applicants must refer to Capricorn CPS at www.certificate.digital
- Contact us at : support@certificate.digital or at +91 11 22422444
- The forms must be sent to : 709,Roots Tower,plot-7,laxmi nagar district centre, Delhi-110 092,India
- for encryption certificate only
I hereby undertake that a backup copy of the encryption key will be securely maintained by us
- Applicant to sign across the photograph extended to application form.

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of Certificate.Digital CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Date:

Place:

Signature of applicant

affix recent
passport
size photograph
of the
applicant

applicant to sign across
the photograph extended
to application form

For Official Use Only

Please affix Partner / Re-seller / Associate Signature here.
Verification Officer / Trusted Role Signature to be affixed here.



Capricorn
Identity Services Pvt. Ltd

visit <http://www.Certificate.Digital>

SIGNATURE IN BLUE INK ONLY. FORMS FILLED OTHER THAN BLUE INK SHALL BE REJECTED*
PLEASE PROVIDE SELF ATTESTED COPY OF ID CARD OR CONTACT NO. OF ATTESTING OFFICER*