

URGENT

**J-11011/1/2017-e-gov-Part(1)
Government of India**

भारत सरकार

Ministry of Jal Shakti

जल शक्ति मंत्रालय

Department of WR, RD & GR,
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
(e-Governance)
(ई-गवर्नेंस)

श्रम शक्ति भवन,,
रफी मार्ग, नई दिल्ली,
दिनांक 8 जनवरी, 2023

OFFICE MEMORANDUM

Subject: Mandatory use of Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles- reg.

The undersigned is directed to refer to & forward herewith email dated 05.01.2024 received from eOffice Project Division, NIC, MeitY on the above captioned subject.

2. It has been informed therein that in a meeting held under the chairmanship of Secretary, DARPG with NIC on 02.01.2024, it is decided to make **digital signatures mandatory for signing eFiles. "SEND" only option will not be available from 15.01.2024 onwards.** This decision further has a reference of CSMOP which prescribes that **"It is mandatory for all officers of the rank of Dealing officers and above or equivalent to use Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles"** (refer Box - e.7.1 Page - 63 of CSMOP).

3. It is therefore requested to all officers dealing with eFile under DoWR, RD & GR and its Organizations to get their **DSC issued/ e-Sign registration completed before 15.01.2024.** All the officers who do not have DSC with them may kindly fill the attached form and send (physical copy) it to GA Section along with supporting documents (copy of Office ID card and Aadhar Card).

4. Officers having DSC or pending e-Sign registration may contact NIC-DoWR for completion of the same by 15.01.2024. User manual for e-Sign registration is attached for reference please.

Encl: as above

**Signed by Mahesh Kumar
Kashyap**

Date: 08-01-2024 17:07:45

Reason: Approved

(Mahesh Kumar Kashyap)

Under Secretary (e-Gov/IEC)

Tel: 011- 23766944

To

All the officers dealing with eFile under DoWR, RD & GR and its Organizations

Copy for information to :Sr. PPS to Secretary(WR, RD & GR)/PS to DG(NMCG)/PS to

I/91715/2024

MD(NWM)/Sr.PPS to JS(Admin, IC & GW)/PPS to JS(RD&PP)/PPS to JS & FA.

Authorization Letter by Govt. Organization
(TO BE PRINTED ON THE LETTERHEAD ONLY)

To,
Professional Digisign Private limited
Office No. 238, F P 493, Patil Plaza,
Mitra Mandal Chauk, Pune, Maharashtra, 411009

Sub: Authorization for obtaining E-KYC & Digital Signature Certificate

Dear Sir(s) / Madam (s):

With subject to the following Employee have applied for E-KYC & Digital Signature Certificate the details are as under.

Organization Name: -----
Department Name: -----
Organization address: -----

Applicant Name	Designation.	Employee Code/Employee ID No.

We declare that the above (employee or employees) are alive and are authorized signatories of the Organization.

They are authorized to approve signatures of other employees in our department and Organization.

The above information submitted is correct as per my knowledge.

For the Organization,

Signature with Seal of Org/Dept.

Authorizing Person Name:

Designation:

Mobile No. :

Date&Place :

Email

eGovernance Cell

[Mowr-sections] Fwd: Important - Mandate for Digital Signatures in eFile_ DoWR

From : Ashish Pandey <eoffice-mowr@gov.in> Fri, Jan 05, 2024 06:11 PM
Subject : [Mowr-sections] Fwd: Important - Mandate for Digital Signatures in eFile_ DoWR 📎 1 attachment
To : Debashree Mukherjee <secy-mowr@nic.in>
Cc : Subodh Yadav <js-mowr@nic.in>, Girish Kumar Tiwari <gkt@nic.in>, mowr-divisionheads <mowr-divisionheads@ismgr.nic.in>, Chirag Bhatia <chirag.bhatia@nic.in>, mowr-wingheads <mowr-wingheads@ismgr.nic.in>, mowr-sections <mowr-sections@ismgr.nic.in>

Respected Ma'am,

For your kind information please.

Regards,

From: "Priyanka Abrol" <tl7-eoffice@supportgov.in>
To: "Ajay Kumar Chhakara" <ak.chhakara@nic.in>, "Dalbir Singh" <dalbir.singh@nic.in>
Cc: "Seemantinee Sengupta" <ssengupta@nic.in>, "Manu Garg" <manugarg@nic.in>, "SANJEEV SHRIVASTVA" <sanjeevs.edu@nic.in>, "Kapil Kumar Sharma" <kapilks@nic.in>, "Sankalp Agarwal" <sankalp.agarwal@nic.in>, "eGovernance Cell CWC" <egovernance-cwc@gov.in>, "Ashish Pandey" <eoffice-mowr@gov.in>, "Sandeep Kumar" <tl3-eoffice@nic.in>, "Rohan Yadav" <tl22-eoffice@nic.in>
Sent: Friday, January 5, 2024 5:31:35 PM
Subject: Important - Mandate for Digital Signatures in eFile_ DoWR

Dear Madam/Sir,

A meeting was held under the Chairmanship of Shri V. Srinivas, Secretary, DARPG with NIC on **2nd January, 2024** at 10.30 AM in his Office, to review the status of e-Office.

After a detailed discussion one of the decision taken was to make digital signatures mandatory for signing eFiles. This further has reference in CSMOP 2022 which prescribes that ***"It is mandatory for all officers of the rank of Dealing officers and above or equivalent to use Digital Signature Certificates (DSC) or e-sign for electronically signing the eFiles"*** (refer Box - e.7.1 Page - 63 of CSMOP).

In view of this it is informed that the **digital signatures will be made mandatory** for use in eFile application to sign and send notes, further the 'SEND' only option will be removed.

The department is requested to *ensure that every individual has eSign and/or DSC* service available for further use in eOffice. The necessary support for DSC/eSign registration may be provided by the local eOffice support team and NIC unit at the department.

Any request received by NIC from Ministries/Departments for exempting them for use of e-sign/DSC may be forwarded to DAR&PG for further consideration under intimation to the referral Ministry/Department.

For more details, **user and implementation guidelines document** and the download of **Digital Signer Service (for DSC)** may please visit <https://docs.eoffice.gov.in/> and click on 'DSC'. Kindly refer to the attached **manual for steps to complete e-Sign user registration** with eFile application for users who have not registered yet.

The digital signatures for signing eFiles will be mandated on January 15, 2024 (Monday).

सादर | Regards

प्रियंका अब्रोल | Priyanka Abrol

ईऑफिस परियोजना प्रभाग | eOffice Project Division

राष्ट्रीय सूचना-विज्ञान केंद्र | National Informatics Centre

इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय | Ministry of Electronics and Information Technology

भारत सरकार | Government of India



--

सादर | Regards

ईऑफिस परियोजना प्रभाग | eOffice Project Division

राष्ट्रीय सूचना-विज्ञान केंद्र, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग | National Informatics Centre DoWR, RD&GR

Tel : +91-11-23710312 - O, 9999424731 - M



eoffice
A DIGITAL WORK PLACE SOLUTION

eSign Registration User Manual

eFile



Prepared by
National Informatics Centre

Table of Contents

eSign Registration	2
Register eSign in eFile Application	2
Deactivate eSign in eFile Application	7
View eSign Registration History	8
Appendix I	10
Tick Mark on eSign Icon	10
Exclamation Mark on eSign Icon	11
Cross Mark on eSign Icon	12
Appendix II	13
Generate Aadhaar Based TOTP (Time based One Time Password)	13
For New Users	13
For Already Registered Users	13
Appendix III	14
Use eSign to put signature on file	14

eSign in eOffice

eSign(Electronic Signature) Service is an innovative initiative for allowing easy, efficient, and secure signing of electronic documents by authenticating signer using e-KYC services. With this service, any eSign user can digitally sign an electronic document without having to obtain a physical digital signature dongle.

In eOffice users can apply electronic signature on eFile and Draft by authenticating themselves using e-KYC services through OTP on registered Mobile Number.

eSign Registration

This section describes the process of registering your eSign, deactivate already registered eSign and view history of eSign registration in eFile application.

Register eSign in eFile Application

This option will help user to register the eSign in eFile application

STEPS TO FOLLOW:

1. Click 'Sign Registration' module of eFile and then click 'eSign Registration'. (Figure 1).

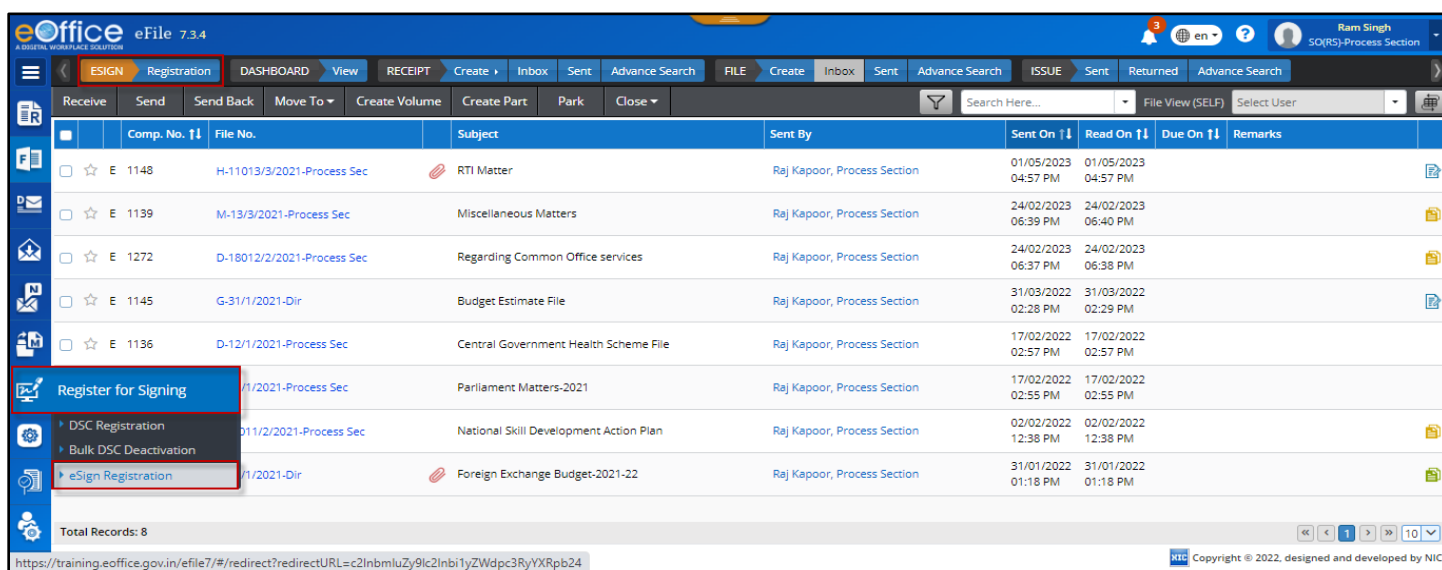


Figure 1

Note:

User can directly access eSign Registration page by Clicking on **eSign Registration** link in **Quick Access** menu bar.

2. Click 'Register eSign' action button. (Figure 2).

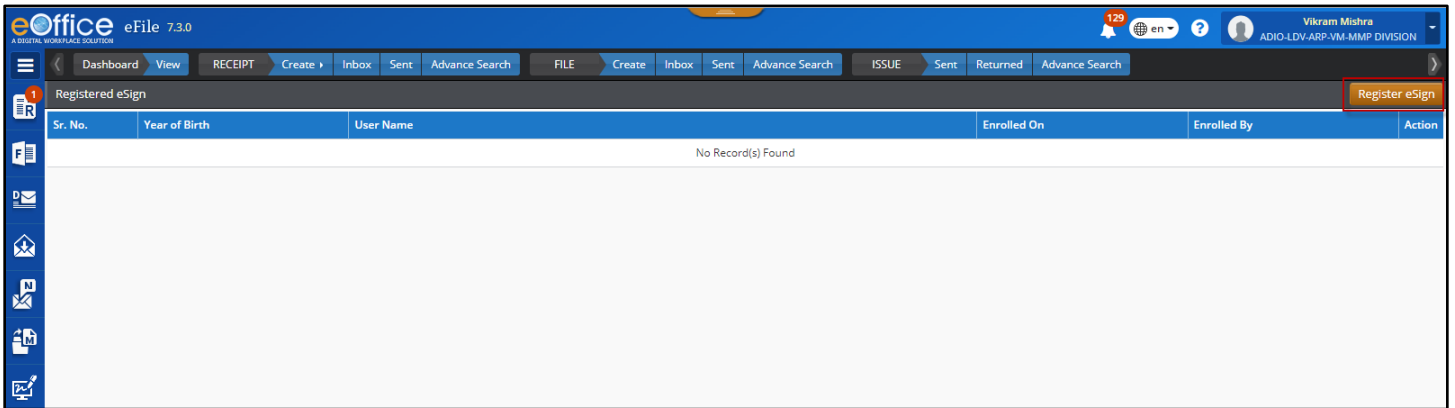


Figure 2

3. Select 'I Agree' check box in the Consent for using UID Token for eSigning and Consent for Authentication in agreement popup. (Figure 3). (Providing both the consent is mandatory for eSign Registration.)

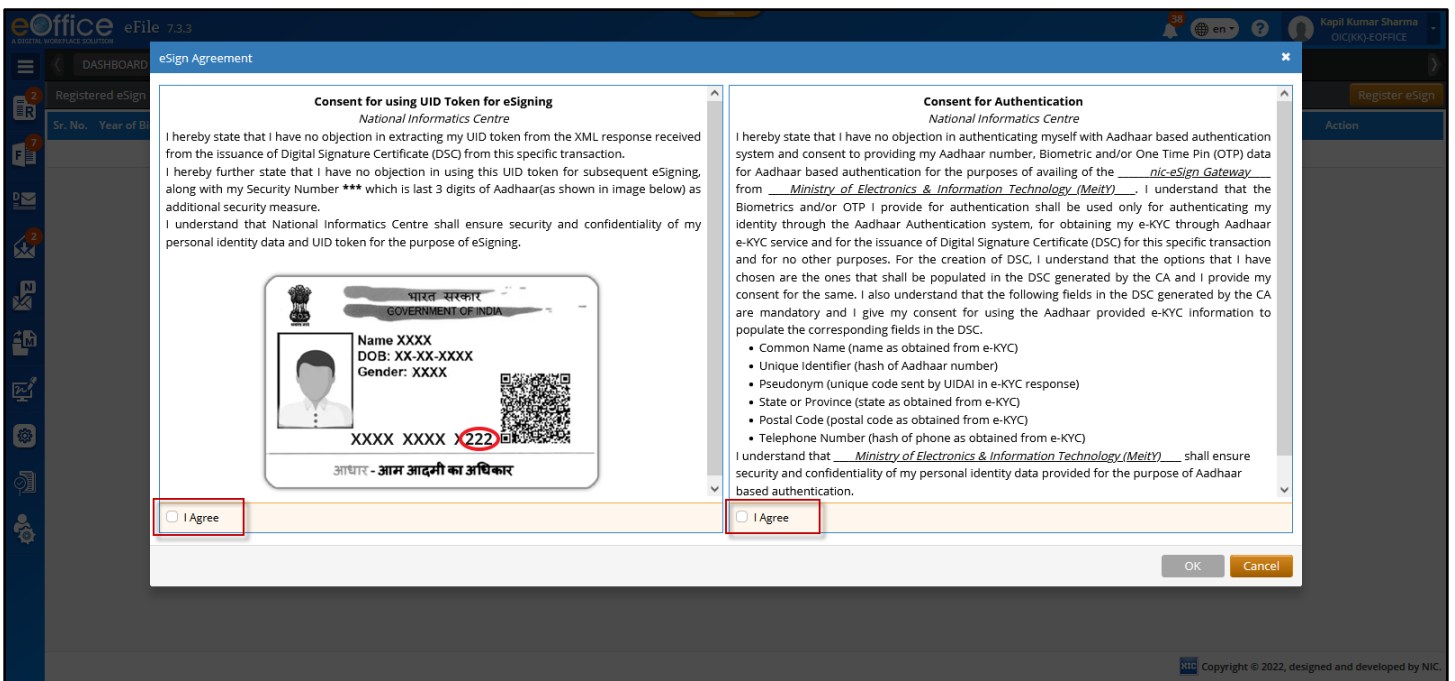


Figure 3

4. Click OK. (OK button get functional upon agreeing on both the consent form)

5. Select Aadhaar Number, Virtual ID or UID using radio button and enter the details as per selection. (Figure 4).

You are currently using C-DAC eSign Service and have been redirected from

The screenshot shows the 'CDAC's e-Sign Service' interface. Under 'View Document Information', there are three radio buttons: 'Aadhaar Number' (selected), 'Virtual ID', and 'UID Token'. To the right is a 'Get Virtual ID' link. Below this is a masked input field. The next section has two radio buttons: 'Aadhaar TOTP' and 'Aadhaar OTP' (selected). To the right is a 'How to generate TOTP?' link. Below this is an input field labeled 'Enter Your Aadhaar TOTP'. A consent checkbox is checked, with text stating consent to Aadhaar-based authentication. At the bottom right are 'Listen to Consent' and 'English' buttons. At the bottom left are 'Submit' and 'Cancel' buttons.

Figure 4

6. Select Aadhaar OTP using radio Button. (Figure 4)

Note:

- In case of selecting Aadhaar TOTP, provide **TOTP** (Time based One Time Password), Select the **consent check box** and click 'Submit'.
- To know how to generate TOTP, refer [Appendix II](#).

7. Click 'Get OTP' to receive OTP on registered mobile number. (Figure 5).

You are currently using C-DAC eSign Service and have been redirected from

This screenshot is similar to Figure 4, but the 'Aadhaar OTP' radio button is selected. The 'Get OTP' button at the bottom left is highlighted with a red box.

Figure 5

8. Enter the OTP. (*Figure 6*). (*This OTP is valid for 10 minutes only*)

Figure 6

9. Select the consent check box and click '**Submit**' to register eSign. (*Figure 6*).

Note:

- In case of eSign data mismatch with eOffice data i.e. **Name, Year of Birth and Gender**, eSign Registration Popup will be displayed along with option to '**Proceed**' or '**Cancel**' eSign Registration. (*Figure 7*).
- In order to proceed with data mismatch select '**I agree to continue registration with the above details mismatch**' check box and click **Proceed** button.
- If you proceed with mismatch data, Exclamation mark (!) will be marked against eSign icon in eFile. Refer [Appendix I](#).
- Kindly contact **eOffice Admin** to update your eOffice User Details (*Name/Year of Birth/Gender*) as per your eSign certificate details (*Aadhaar details*).
- In Case user wants to make changes in his/her Aadhaar details, kindly visit UIDAI website (<https://uidai.gov.in>)

eSign Registration ✕

The user details in eSign certificate differs from the details available in eOffice. If u wish to proceed with this, the mismatch will be denoted by a exclamation mark(!) against your eSign in eFile notes.

eOffice User Details		eSign Details
Name	KapilKumarSharma	RubyGoel
Year of Birth	1968	1990
Gender	F	F

I agree to continue registration with the above details mismatch.

Note: Kindly contact eOffice Admin to update your eOffice User Details (Name, Year of Birth or Gender) as per your eSign details .In case user wants to make changes in his/her Aadhaar details kindly visit Uidai website(<https://uidai.gov.in>).

Figure 7

Once registered, user can view details of registered eSign on **Registered eSignlist** page along with option to De-Register and view registration history of eSign. (Figure 8)

Sr. No.	Year of Birth	User Name	Enrolled On	Enrolled By	Action
1	1989	Vikram Pratap Mishra	16/06/2022 03:21 PM	Vikram Mishra, eOffice MMP Division	

Figure 8

Deactivate eSign in eFile Application

This option is used to deactivate already registered eSign in eFile application.

Important Points:

- ✓ eSign must have registered in eFile application.

STEPS TO FOLLOW:

1. Click 'Sign Registration' module of eFile and then click 'eSign Registration'. (Figure 9).

The screenshot shows the eFile 7.3.4 application interface. The top navigation bar includes 'ESIGN Registration', 'DASHBOARD View', 'RECEIPT Create', 'Inbox Sent Advance Search', 'FILE Create', 'Inbox Sent Advance Search', 'ISSUE Sent', 'Returned', and 'Advance Search'. The left sidebar contains a 'Quick Access' menu with options: 'Register for Signing', 'DSC Registration', 'Bulk DSC Deactivation', and 'eSign Registration' (highlighted with a red box). The main content area displays a table of records with columns: 'Comp. No.', 'File No.', 'Subject', 'Sent By', 'Sent On', 'Read On', 'Due On', and 'Remarks'. The table contains 8 records, with the last one being 'Foreign Exchange Budget-2021-22'. The bottom status bar shows 'Total Records: 8' and a URL: 'https://training.eoffice.gov.in/efile7/#/redirect?redirectURL=c2InbmluZy9lc2lnbi1yZWdpc3RyYXRpb24'.

Figure 9

Note:

User can directly access eSign Registration page by Clicking on eSign Registration link in Quick Access menu bar.

2. Click 'Deactivate' icon in the action column. (Figure 10).

The screenshot shows the eFile 7.3.0 application interface. The top navigation bar includes 'Dashboard View', 'RECEIPT Create', 'Inbox Sent Advance Search', 'FILE Create', 'Inbox Sent Advance Search', 'ISSUE Sent', 'Returned', and 'Advance Search'. The left sidebar contains a 'Quick Access' menu with options: 'Registered Esign', 'DSC Registration', 'Bulk DSC Deactivation', and 'eSign Registration'. The main content area displays a table titled 'Registered Esign' with columns: 'Sr. No.', 'Year of Birth', 'User Name', 'Enrolled On', 'Enrolled By', and 'Action'. The table contains one record for 'Vikram Pratap Mishra' with an 'Action' column containing a 'Deactivate' icon (highlighted with a red box). The bottom status bar shows 'Total Records: 1' and a URL: 'https://training.eoffice.gov.in/efile7/#/redirect?redirectURL=c2lnbmluZy9lc2lnbi1yZWdpc3RyYXRpb24'.

Figure 10

3. Provide mandatory **Remark** in eSign Deactivate popup.(*Figure 11*).

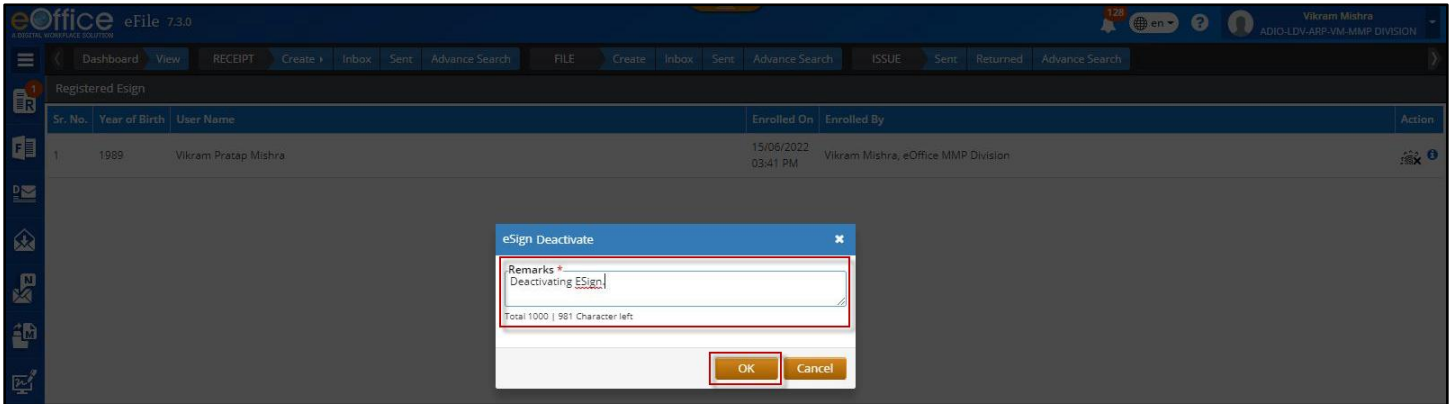


Figure 11

4. Click '**OK**' to Deactivate registered eSign. (*Figure 11*).

View eSign Registration History

This option is used to view history of registration of already registered eSign in eFile application.

Important Points:

- ✓ eSign must have registered in eFile application.

STEPS TO FOLLOW:

1. Click '**Sign Registration**' module of eFile and then click '**eSign Registration**'. (*Figure 12*).

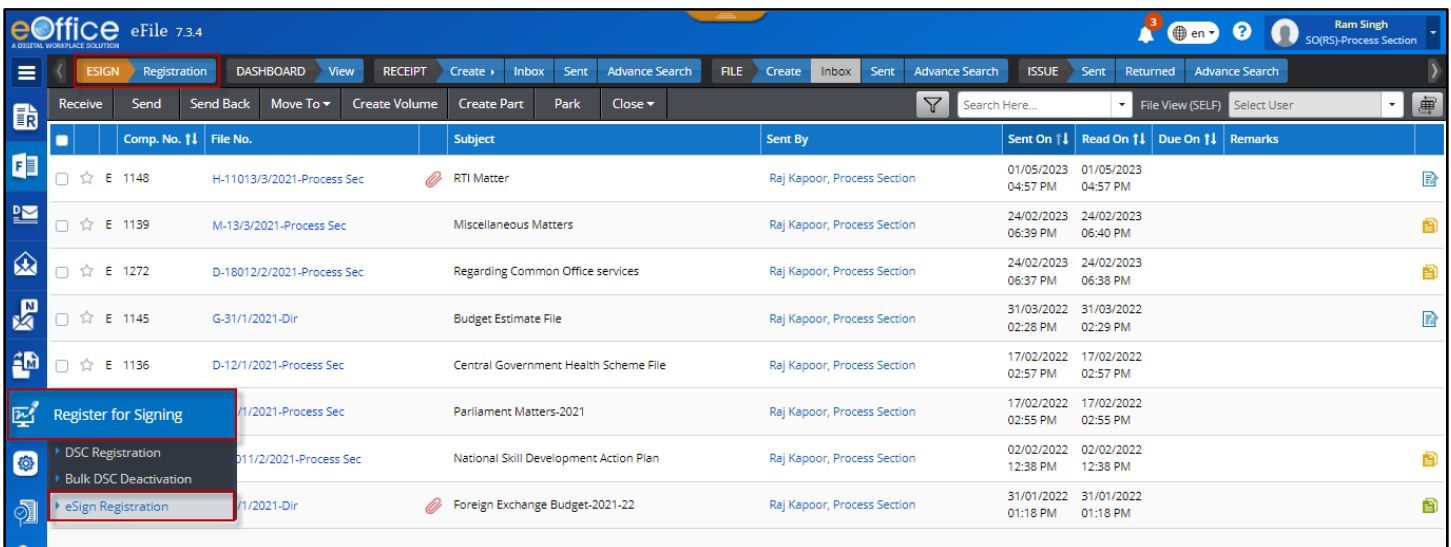


Figure 12

Note:

User can directly access eSign Registration page by Clicking on **eSign Registration** link in **Quick Access** menu bar.

2. Click 'eSign Details' icon in the action column. (Figure 13).

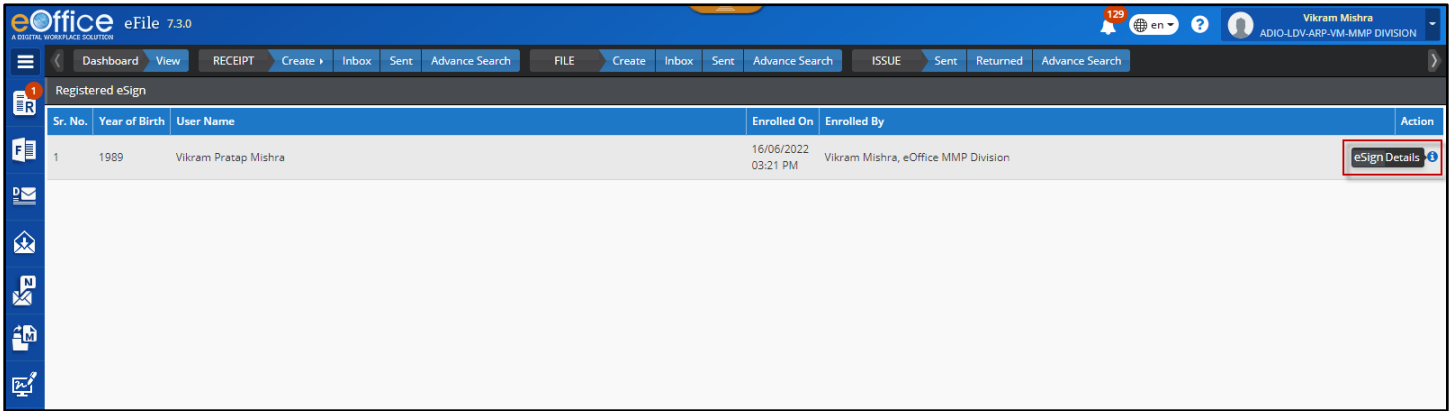


Figure 13

Registration Details of eSign will be displayed in popup. (Figure 14).

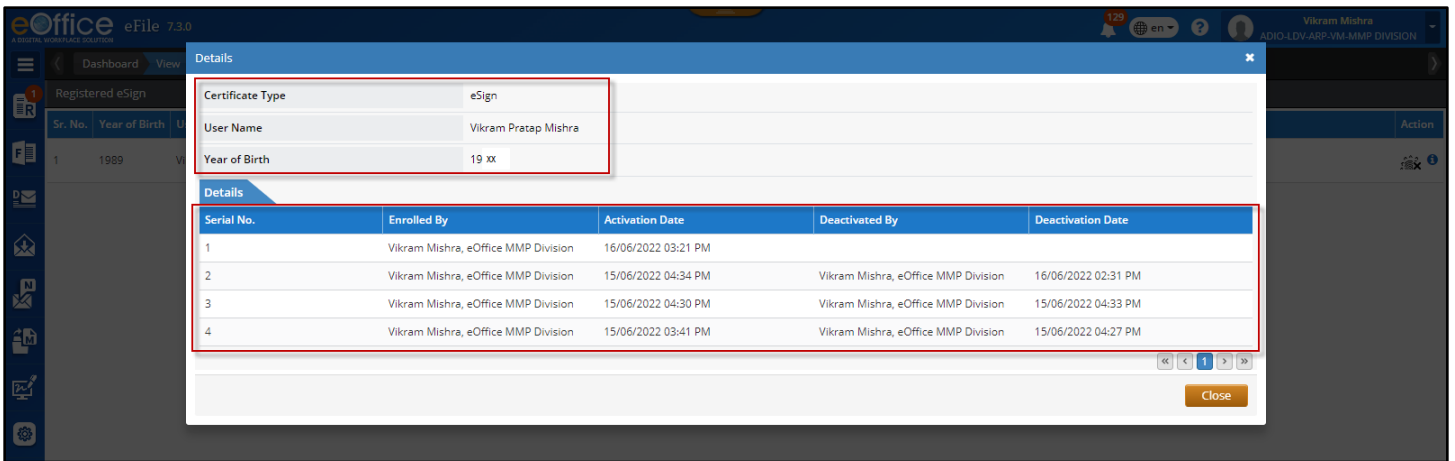


Figure 14

Appendix I

Significance of different marks on eSign Icon

Tick Mark on eSign Icon

Tick mark will be displayed against eSign Icon when signature is valid and the certificate details matches with user details present in eOffice. (Figure 15)

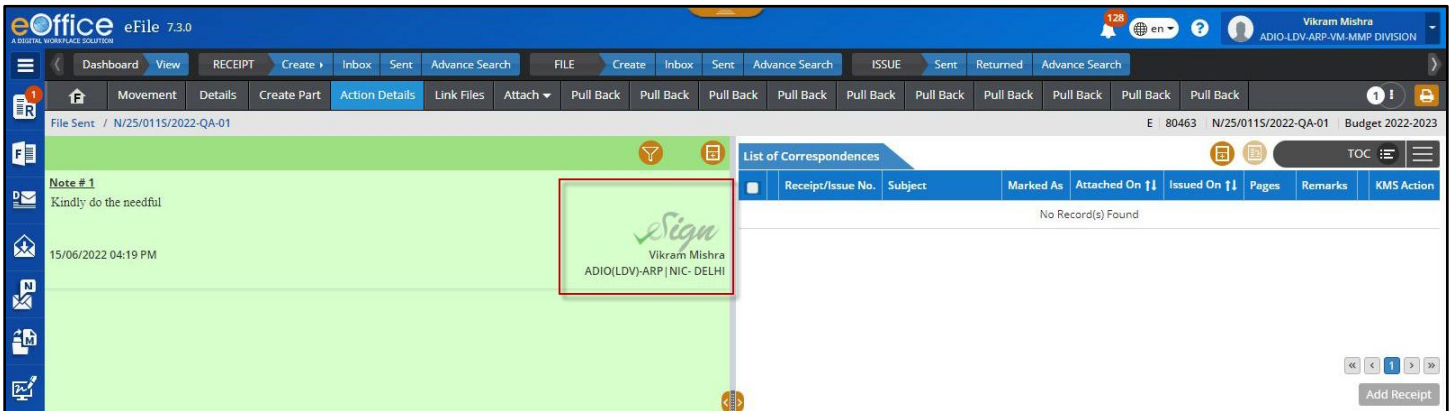


Figure 15

Clicking on eSign will display user eSign Certificate Details in popup. (Figure 16)

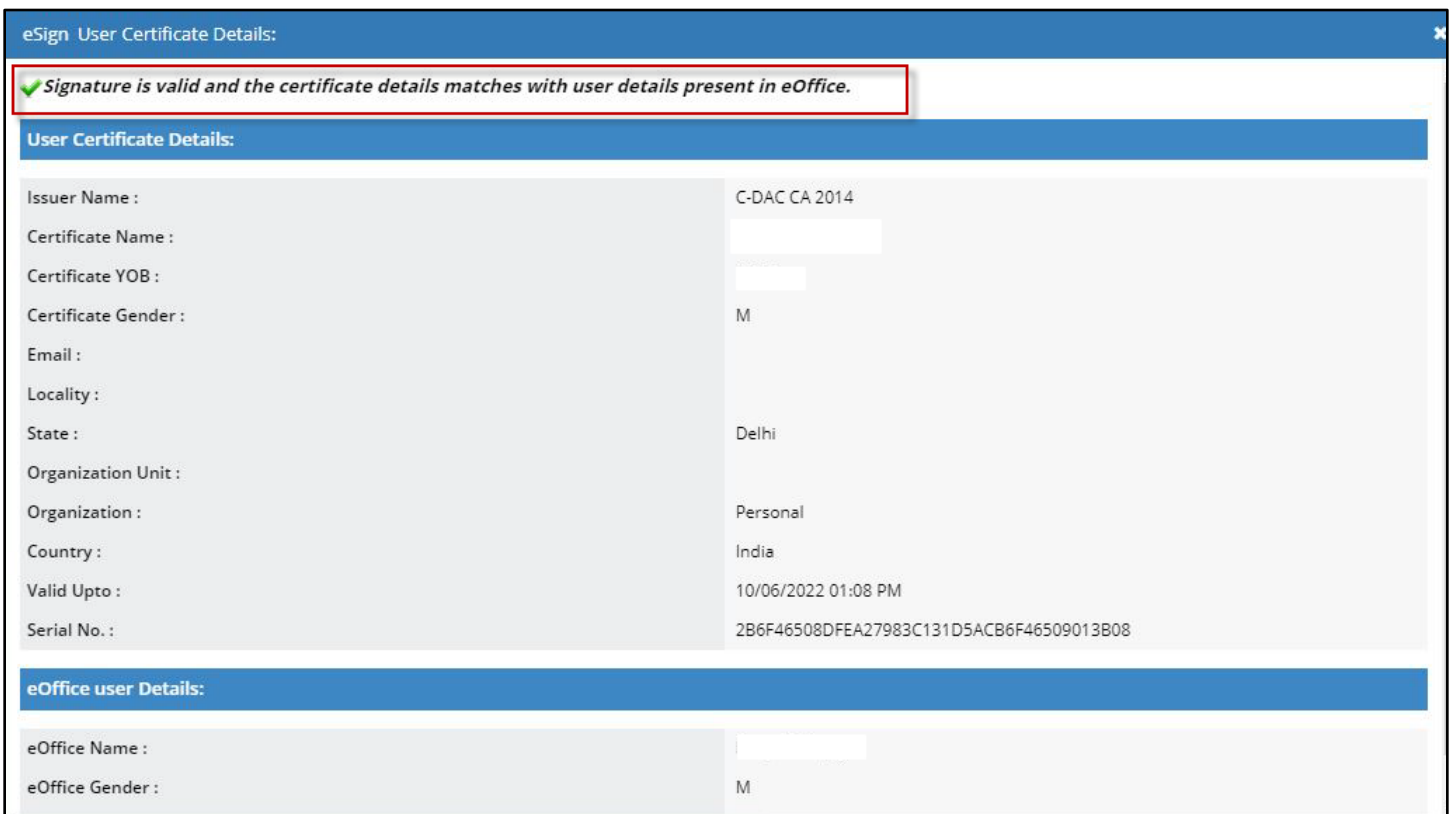


Figure 16

Exclamation Mark on eSign Icon

Exclamation mark will be displayed against eSign Icon when signature is valid but the certificate details (username, gender or year of birth) don't match with user details present in eOffice. (**Figure 17**)

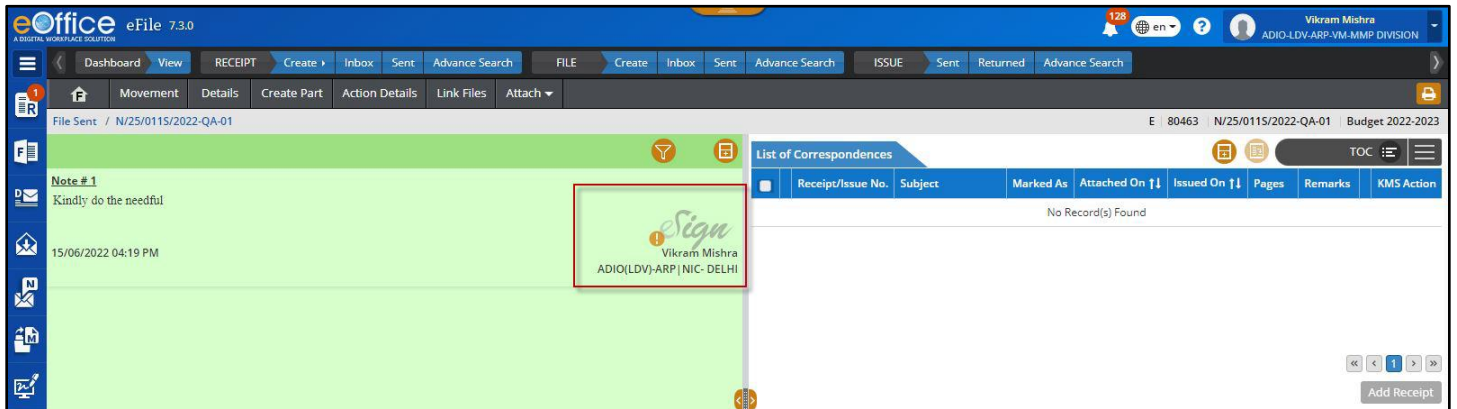


Figure 17

Clicking on eSign will display user eSign Certificate Details in popup. (**Figure 18**)

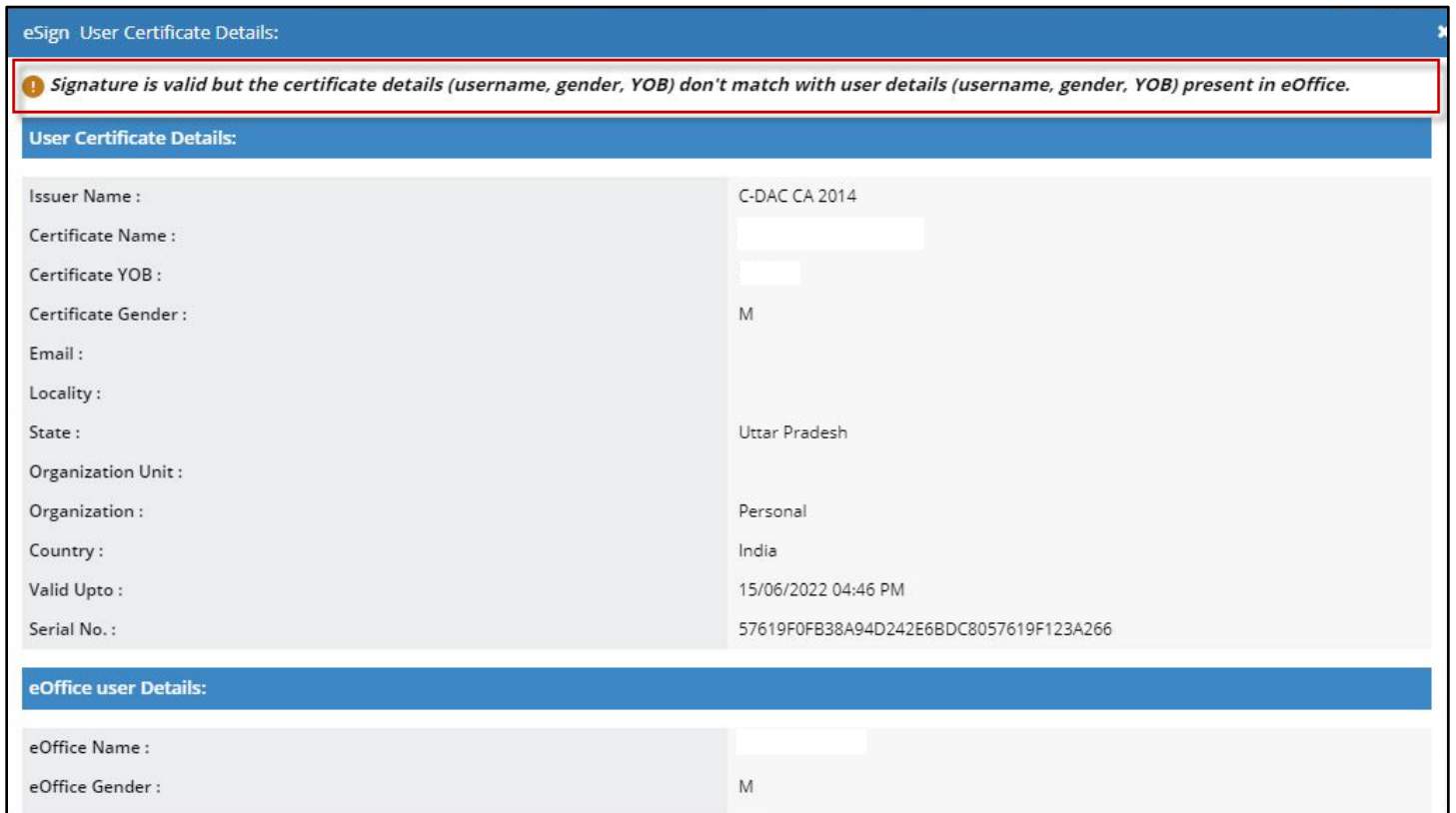


Figure 18

Cross Mark on eSign Icon

Cross mark will be displayed against eSign Icon when signature is invalid. (Figure 19)

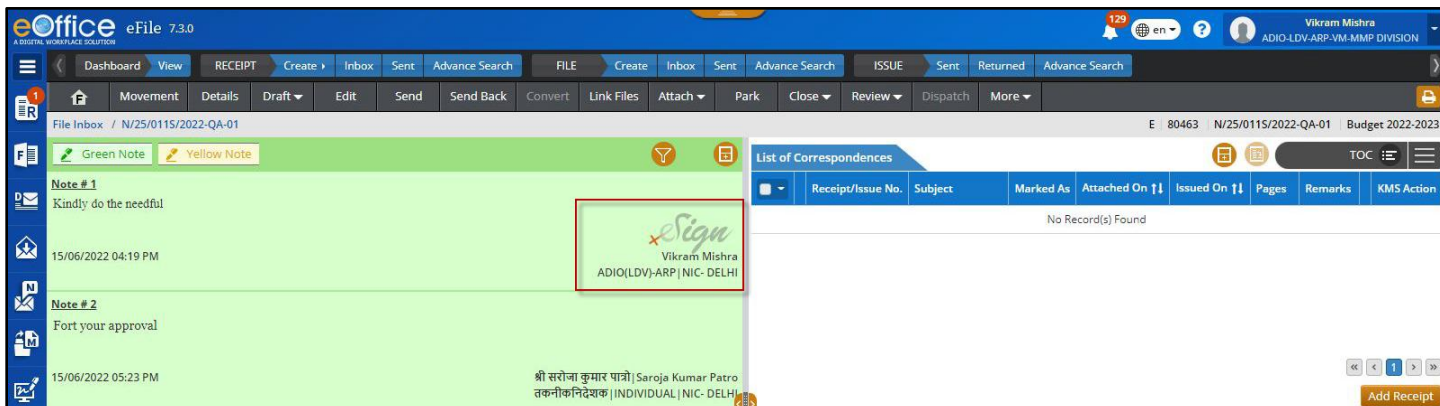


Figure 19

Clicking on eSign will display user eSign Certificate Details in popup. (Figure 20)

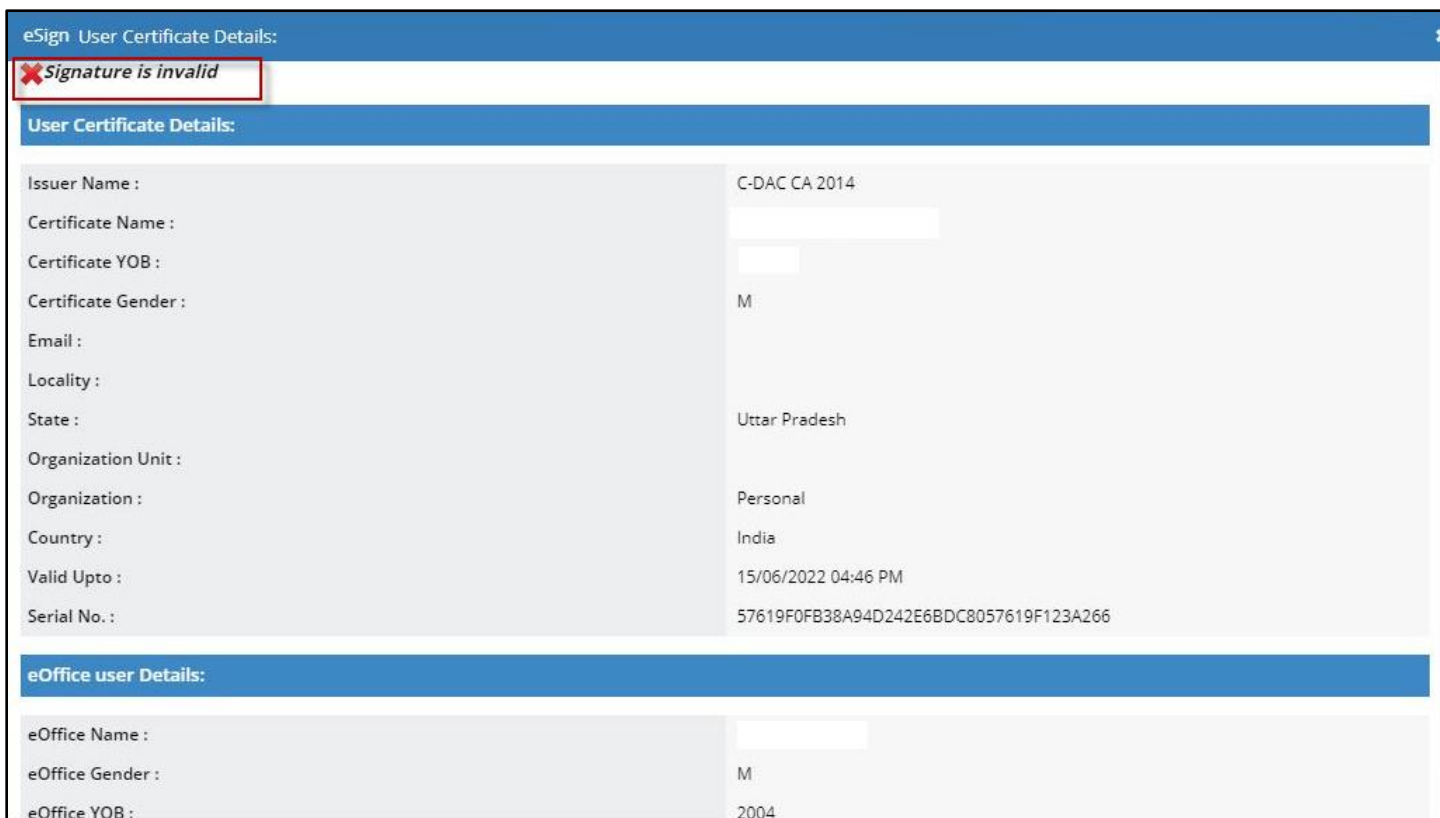


Figure 20

Appendix II

Generate Aadhaar Based TOTP (Time based One Time Password)

For New Users

1. Download the **mAadhaar** app from play store.
2. Create your profile on mAadhaar.
3. After making your profile on mAadhaar, you will be able to see your Aadhaar card on mobile.
4. Verify your Mobile Number by clicking on Verify Email/Mobile service on mAadhaar app.
5. Click on **My Aadhaar** icon to see **Get TOTP** option for generation of TOTP.
6. Click on **Get TOTP** on the My Aadhaar screen for generation of Aadhaar TOTP.
7. Then you will see a unique 8 digit code which will be valid for 30 seconds.
8. You can use that code (TOTP) instead of OTP.

For Already Registered Users

1. Open **mAadhaar** app on your mobile.
2. Click on **My Aadhaar** icon to see **Get TOTP** option for generation of TOTP.
3. Click on **Get TOTP** on the My Aadhaar screen for generation of Aadhaar TOTP.
4. Then you will see a unique 8 digit code which will be valid for 30 seconds.
5. You can use that code (TOTP) instead of OTP.

Appendix III

Use eSign to put signature on file

To put signature on **noting in a file** using eSign, user just need to forward a file using **eSign and Send** action button.

1. Go to file **Send** page using **Send** or **Send Back** action.

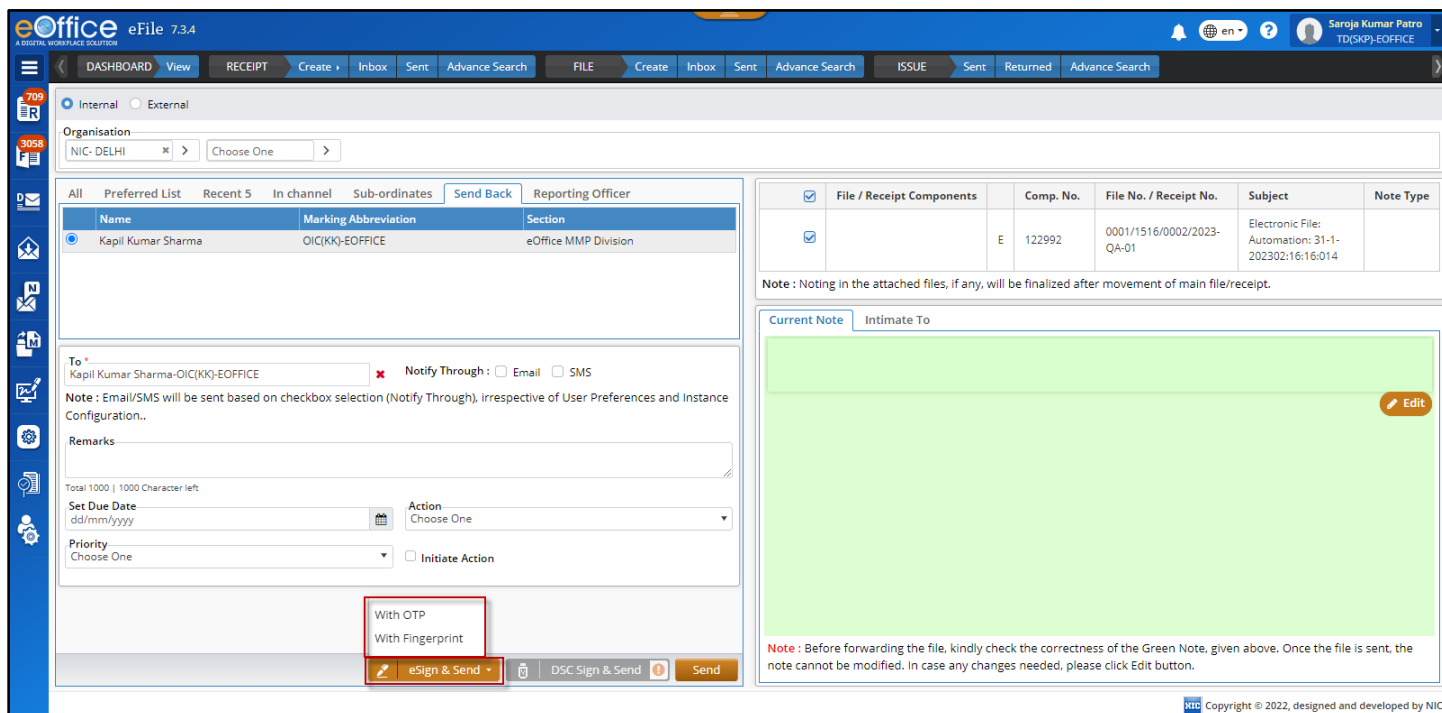


Figure 21

2. Click **eSign and Send** button and select **with OTP** or **With Fingerprint**.

Note:

- **eSign and Send** action button will get active only when **eSign is registered** in eFile application and **user has been selected** to whom file needs to be forwarded.

In case when user's **eSign is valid** but the **eSign certificate details** (*Username/Gender/Year of Birth*) don't match with **eOffice user details**(*Username/Gender/Year of Birth*), an eSign mismatch confirmation popup will appear. (*Figure 22*).

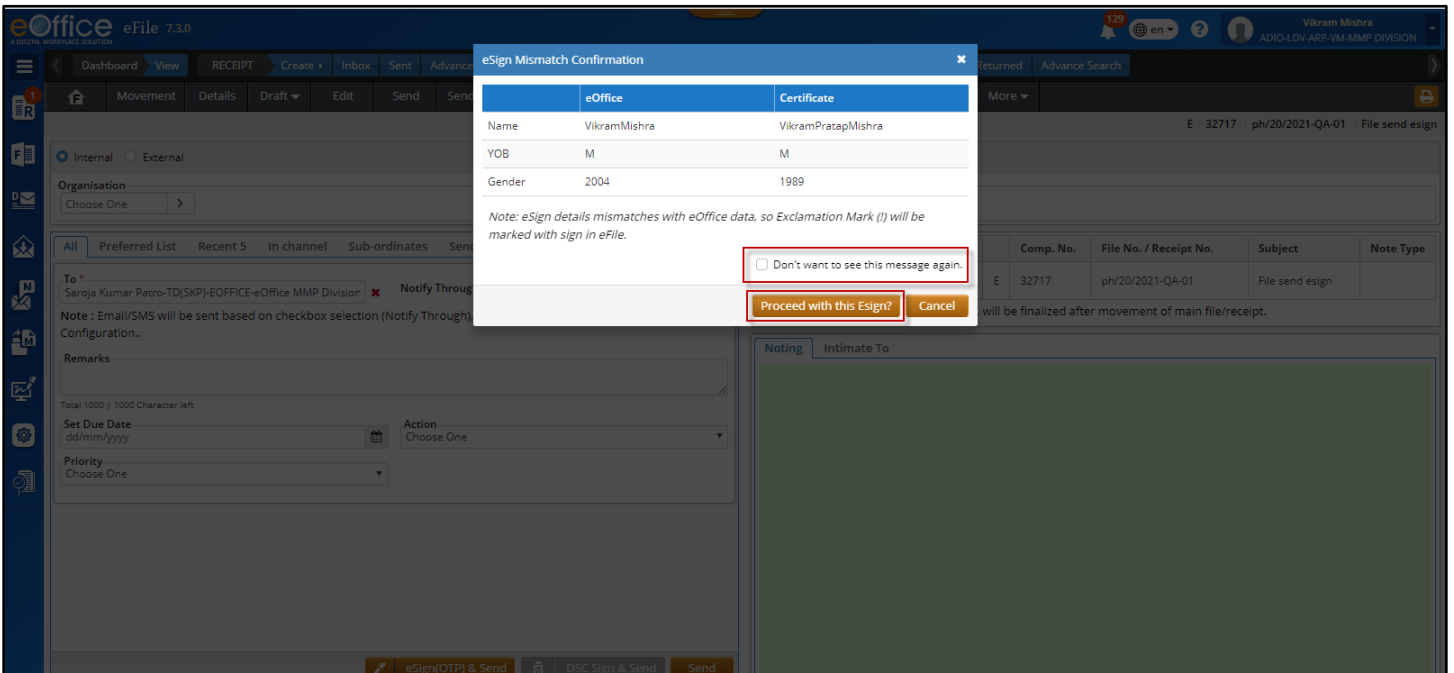


Figure 22

Note:

- You may proceed with the eSign with mismatch data by clicking on 'Proceed with this eSign'.
- Select the check box if you don't want to see this message again in popup, but this action is irreversible.

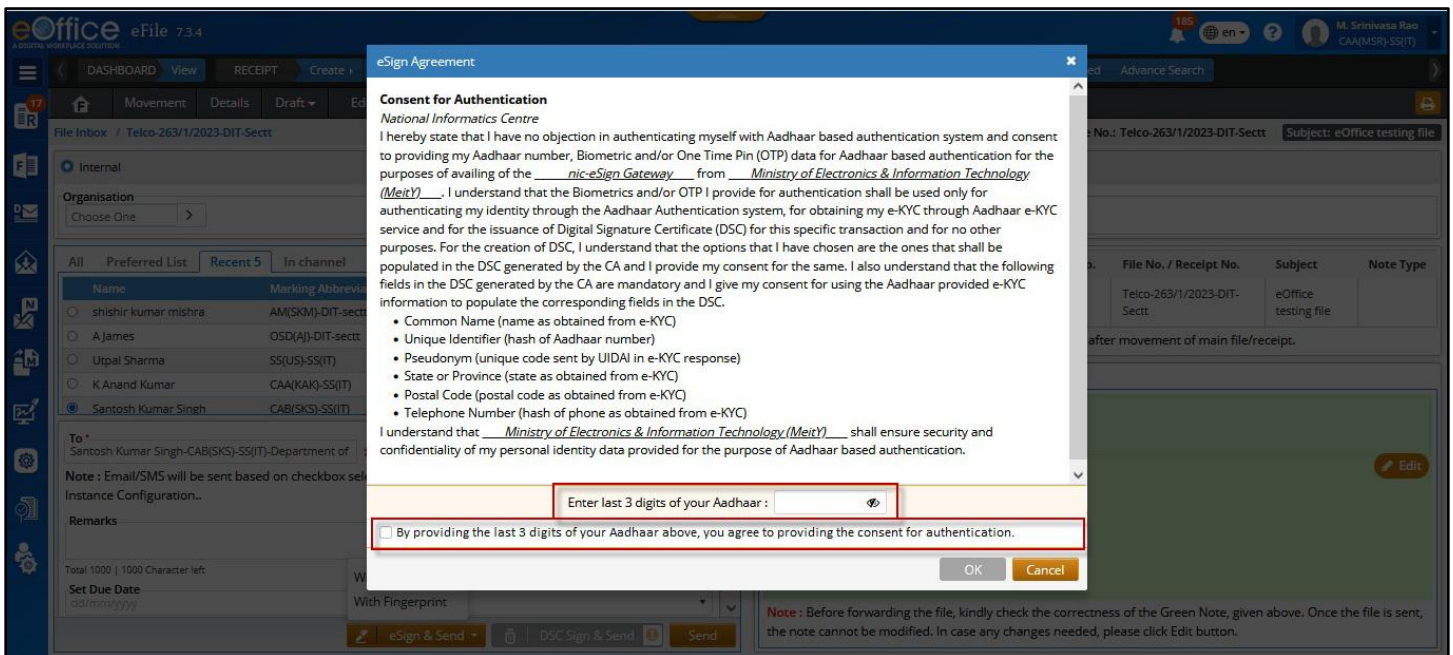


Figure 23

3. In eSign Agreement popup, enter the last three digit of your Aadhaar (Figure 23). As a result, checkbox for Consent for Authentication get checked automatically.
4. Click OK. (Figure 23)

Note:

- In the consent checkbox should be checked only on entering of last 3 digits of Aadhaar. Only then **OK** button will be enabled.

5. Select Aadhaar OTP using radio Button. (Figure 24)

Note:

- In case of selecting Aadhaar TOTP, provide **TOTP** (Time based One Time Password), Select the **consent check box** and click '**Submit**'.
- To know how to generate TOTP, refer [Appendix II](#).

7. Click '**Get OTP**' to receive OTP on registered mobile number.

8. Enter the OTP. (Figure 24). (This OTP is valid for 10 minutes only)

9. Select the consent check box and click '**Submit**' to **eSign and Send** the File.

The screenshot displays the CDAC's e-Sign Service interface. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India, Digital India (Power To Empower), and CDAC. Below these, a message states: "You are currently using C-DAC eSign Service and have been redirected from". The main content area is titled "CDAC's e-Sign Service" and includes a "View Document Information" section. This section has three radio buttons: "Aadhaar Number", "Virtual ID", and "Aadhaar OTP". The "Aadhaar OTP" option is selected. Below the radio buttons is a text input field labeled "Enter Your Aadhaar TOTP". A "Get Virtual ID" link is visible next to the input field. Below the input field is a consent checkbox with the text: "I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of eSigning." Below the consent text is a "Listen to Consent" button and a language dropdown menu set to "English". At the bottom of the form, there are "Submit" and "Cancel" buttons. The "Submit" button is highlighted with a red box. At the very bottom of the page, there is a copyright notice: "© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)".

Figure 24

**eOffice Project Divison
National Informatics Centre**

Ministry of Electronics and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India