

## Contents

<b>Section 1: Issuance of Digital Signature Certificate (DSC)</b> .....	<b>2</b>
1.1 Process to submit the Digital Signature Certificate (DSC) form: .....	2
1.2: Change PIN after receiving Bit4id Dongle:.....	3
1.3: DDO/TO forget the PIN (password) number .....	3
1.3.1: Steps to unblock the Bit4id Dongle:.....	3
2.1 Deletion of certificate by relieved officer .....	3
2.2 Digital Signature Certificate (DSC) issuance to new DDO/TO:.....	3
2.3 Change of password by new officer: .....	4
3.1 Lost.....	4
3.2 Physically Damaged.....	4
<b>Section 5: Instructions to Department</b> .....	<b>5</b>
5.1: Recommendations.....	5
<b>Section 6: Support Contact</b> .....	<b>5</b>
<b>Annexure A: Sample form</b> .....	<b>6</b>
Instructions to fill digital signature certificate.....	7
Letter of authorization from Organisation.....	8
<b>Annexure B: Format for Officer's Information</b> .....	<b>9</b>

## Section 1: Issuance of Digital Signature Certificate (DSC)

**Duly filled form** as per the sample form provided In Annexure A. (**ALL SECTIONS FROM SECTION 1 to SECTION 4 OF THE FORM ARE MANDATORY TO BE FILLED**) along with documents mentioned below must be submitted:

1. Government ID card\*

**Or**

\*Any of the 2 different IDs from the list below:

2. Aadhar Card
3. PAN Card
4. Passport
5. Driving licence

**An authorising form as provided in Annexure A signed & stamped by the authorising officer, must be submitted if the Government ID card is not available.**

The documents provided **MUST BE SELF ATTESTED AND ALSO SIGNED AND STAMPED BY AUTHORISING OFFICER.**

**NOTE:** Please refer to sample form and step wise instructions for any Guidance provided in **Annexure A** while filling up the application form.

### 1.1 Process to submit the Digital Signature Certificate (DSC) form:

1. Scan the filled application form and the documents listed above in section 1
2. Email the scanned application form and the documents to [bit4idindia@gmail.com](mailto:bit4idindia@gmail.com) in order to get the form verified whether it has been filled in correctly.

**Note: Cross check all the details filled before emailing the scanned copy of the form.**

3. Wait for email confirmation on the form after it is verified and approval received on the same email.
4. Once the confirmation email is received, send the Hard copy of the filled form **MUST** be sent to the Head Office of the concerned department in Chandigarh or Panchkula only within 3 working days of receiving the confirmation email.

**Note:** Once the scanned copy is verified, **changes are not possible**. For example: Error in Name, office address, designation, mobile number, email address, any other spelling error etc.

5. Once the hard copy of correctly filled form is received, digital signature certificate (DSC) will be issued in 2-3 working days.

### **Note:**

Without receiving the Hard copy, the Digital Signature Certificate (DSC) will not be issued. It is advised to finish the above-mentioned process correctly and timely to avoid any delays.

**FOR ANY CHANGES IN SECTION 1-4 OF THE FORM REQUESTED AFTER THE ISSUANCE OF CERTIFICATE, THE OFFICER NEEDS TO PURCHASE A NEW CERTIFICATE FOLLOWING THE SAME PROCESS MENTIONED ABOVE IN SECTION 1.1**

### **1.2: Change PIN after receiving Bit4id Dongle:**

**Change the default PIN:** Once DDO/TO receive the Bit4id Dongle with their certificate on it, It is strongly advised to **CHANGE** the default PIN(password) of the Bit4id Dongle to a new strong password immediately. The new password can be of upto 8 digits or alphabets or combination of alphabets and numbers.

### **1.3: DDO/TO forget the PIN (password) number**

In case DDO/TO forget the password number, there are ONLY 3 attempts to enter your correct password after which the Bit4id Dongle will be blocked, due to security reasons.

#### **1.3.1: Steps to unblock the Bit4id Dongle:**

In case Bit4id Dongle gets blocked after 3 wrong PIN attempts, it is advised not to do any further action and follow the below process:

1. Drop an email on [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com) from the departments official email ID , with the following details:

Full Name:

Designation:

Department:

Office Address:

Contact Number (Mobile):

2. Wait for the instruction through email on the ID.
3. Follow the instructions in the email to unblock the Bit4id Dongle.

**Note:** No assistance will be provided to unlock the Bit4id Dongle in case the above mentioned procedure is not followed properly.

## **Section 2: Change of DDO/ TO**

1. In case the DDO/TO is relieved within 1 month of the digital signature certificate issued, the officer **MUST** send an email to block his/her DSC on the following email.

**Email:** [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com)

**Once the DSC of the relieved DDO/TO is blocked. It is strongly advised to share the password of the empty Bit4id Dongle ONLY with the new DDO/TO so that they can change and keep the password of their choice.**

### **2.1 Deletion of certificate by relieved officer**

The relieved officer **MUST** delete the certificate from the Bit4id Dongle so that the certificate cannot be misused.

The process to delete the certificate can be referred to in the user manual provided, which can be found at [esalaryhry.nic.in](http://esalaryhry.nic.in)

### **2.2 Digital Signature Certificate (DSC) issuance to new DDO/TO:**

The new officer needs to follow the process mentioned in Section 1.1 to obtain the Digital Signature Certificate (DSC) with same terms and conditions mentioned.

### 2.3 Change of password by new officer:

Once the new DDO/TO receives the Bit4id Dongle, it is strongly advised to change the **PASSWORD** of the Bit4id Dongle as explained in Section 1.2.

## Section 3: Bit4id Dongle Lost or Physically damaged

### 3.1 Lost

In case the Bit4id Dongle is lost, the department/Officer needs to purchase a new Bit4id Dongle following the procedure mentioned in Section 1.1.

The officer **MUST** inform about the loss of Bit4id Dongle immediately on the below given phone number and also email regarding the loss of Bit4id Dongle from **department's** official email-ID:

Email: [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com)

Phone: 0091-8375833588/644

### 3.2 Physically Damaged

In Case the Bit4id Dongle is physically damaged after the delivery to the department (Head Office) by any means such that it cannot be used, a new Bit4id Dongle must be purchased following the same procedure mentioned in **Section 1.1**.

**In such case the new token can be purchased from the address below:**

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## Section 4: Bit4id Dongle is Faulty

In Case the Bit4id Dongle received is found to be technically faulty the same can be replaced with the new one.

Department/Officer needs to email and call on the below provided email and phone number to report the Faulty Bit4id Dongle. If the fault cannot be rectified remotely, the token **MUST** be returned to the following Address within 3 working days starting from the day fault is been reported:

Email: [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com)

Phone: 0091-8375833588/644

**Note:** New token will only be provided once the faulty token is received on the address provided below:

.....

.....

## Section 5: Instruction to the Departments and their Head offices for deployment of Digitization of Vouchers

Assign a designated Person/Nodal officer and provide their Name, Designation, Office Address (Chandigarh/Panchkula), Phone number (Mobile) and Email address, to perform the following duties:

1. To collect the Digital signature certificate (DSC) filled forms of the department of department's DDO/TO/Officers.
2. To prepare the list of DDO/TO/Officer ( as per Annexure B) whose filled forms are received and email the list to [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com)
3. To deliver the hard copy of the filled forms to the following address.  
Haryana State Electronics Development Corporation Limited (Hartron)  
SCO 111-113, Sector 17-B,  
Chandigarh,  
160017
4. To receive the Bit4id Dongle delivery, conduct inspection and provide the confirmation for the same in writing at the time of receiving the delivery
5. In case the assigned officer gets changed, drop an email on [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com) along with the new officer's details immediately.

### Section 5.1 Recommendations to the department and their head office

1. Keep 1% of the total purchase or minimum 15 dongles at stock all the time in case officer's token gets damaged, lost, faulty etc.
2. Encourage officers to always keep the dongle in their possession.
3. Encourage officers to not share their dongle PIN with any other person.
4. Encourage officers to change their dongle PIN (password) on regular basis to ensure the complete safety from any misuse.

## Section 6. Support Contact

For scanned DSC form:

Email: [bit4idindia@gmail.com](mailto:bit4idindia@gmail.com)

Phone: 0091-8375833588/644

For any other inquiry/issue:

Email: [bit4idhelpdesk@gmail.com](mailto:bit4idhelpdesk@gmail.com)

Phone: 0091-8375833588/644

Annexure A:

This is just a sample filled form. Information is imaginary just for form filing help, can't be used for any other purpose.


sify safescrypt™

### Digital Signature Certificate Subscription Form

<b>Class of Certificate</b>	Class 2 <input checked="" type="checkbox"/> A Individual <input type="checkbox"/> 1 Year <input type="checkbox"/> Signing <input checked="" type="checkbox"/>	Request Id
	Class 3 <input type="checkbox"/> B With Org. Name <input checked="" type="checkbox"/> 2 Years <input checked="" type="checkbox"/> Encryption <input checked="" type="checkbox"/>	

**Section 1: Subscriber Details**

Name* (Applicant Subscriber)	KURSHANT GOYAL	
Father's Name:	KHUSHI RAM	
Date of Birth*:	08 03 1992	Gender*: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female PAN
Designation	MARKETING EXECUTIVE	
Organisation Name* (If Applicable For ORG DSC)	NATIONAL INFORMATICS CENTRE	
<b>Address:</b> Residential address in case of Individual or Organisation address in case of DSC with Org. Name.		
Door/Building Name*	2nd FLOOR DICT SECT.	
Road/ Street/ Post Office*	HISAR	
Town/ City/ District*	HISAR	
State/ Union Territory*	HARYANA	
Country*	INDIA	PIN Code* 125001
Telephone Number* (with STD Code):		
Mobile Number* (of Applicant)	8929632582	
Email id* (in BLOCK LETTERS)	kurshant-g@gmail.com	



*Kurshant*

• Use blue ink only including Signature  
• Ensure the Name, Designation, Address and Contact number of the attesting officer is at least one of the attestation documents.

**Cross Signature of DSC Applicant as per Govt. Photo ID Card**

**Section 2: Identity Proof Details**

<b>Photo Identity Proof*</b>	<b>Address Proof*</b>
Identity Proof Name (Eg: Pan Card, DL, Passport, etc.)	Address Proof Name
Govt. ID card	Govt. ID card.
Identity Proof Number	
IT/HRAE/2	

Note\*: Subscriber's signature should appear on the Photo ID Proof. For other documents see overleaf.

**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 SafeScrip 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\* *Kurshant* **Signature of DSC Applicant**

Date\*: 08/03/2017 Place\*: HISAR

**Section 4: Authorisation (only for ORG DSC)**

I, NISHANT KUMAR 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. **For Anjal Infotech**

Name of Authorizing Personnel: *Nishant* **Stamp & Sign of Authorizing Personnel of Organization**

Signature & Organisation Seal: *Nishant Prop.*

**For office use only**

Attestation By Sify Authorised LRA/Partner\* (For Class 3 DSC Only)

I hereby declare that the subscriber has personally appeared on video and also submitted the attested document copies.

Signature and Seal *	Partner Name:	
Date * [ ][ ] [ ][ ] [ ][ ] [ ][ ]	Sify RA	
Name *	Date of Issuance:	

Note\*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.  
SafeScrip CA Services brought to you by: Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600113

Associates Name \_\_\_\_\_ Mobile No \_\_\_\_\_ Email ID \_\_\_\_\_

If you are filling Pan Card Number in Form, then Copy of "PAN CARD OF APPLICANT" is Mandatory & should be stamp & signed by the Authorizing Personnel.

## Points to Remember before applying for Digital Signature Certificate

### INSTRUCTIONS

- Please fill the form in BLOCK LETTERS in English. **Use Blue Ink only.**
- Details to be filled in DSC Application Form should match with the supporting documents provided.
- **Officer shall cross-sign the photograph extending to the Application Form.**

#### Section1. All fields are mandatory.

In address section please enter ONLY the office address.

#### Section2. All fields are mandatory.

#### SECTION:3 DECLARATION should be signed by DSC Applicant.

- Signature on the Proof of Identity should match with the Signature on the Subscription Form, if different, should be validated by the Authorizing Person.
- Inconsistent/incomplete applications are liable to be rejected. The Form shall be verified in accordance to the Identity Verification Guidelines issued by Controller of Certifying Authorities.
- Subscriber's Email ID in the application should be Unique, valid and active.
- Mobile Number of DSC Subscriber is Mandatory. It should not have been used by other DSC Subscriber.
- If PAN value is to be included in the Certificate, Proof of PAN is mandatory.

#### Section 4: Authorization -- should be stamped and signed by the Authorizing Person & Also Put on Name of Authorizing Person.

**Most Important Point is use of Black Pen is not allowed anywhere in DSC form/Authorization of Documents.**

#### List of Required Documents (IF APPLICANT HAVE GOVT. ID CARD)

- Copy of GOVT. ID CARD of applicant be considered for ID & ADDRESS PROOF (**Stamp & Signed by Authorizing Person**)
- Copy of Departmental ID card of Authorizing Personnel (**Stamp & Signed by Authorizing Person**)

#### List of Required Documents (IF APPLICANT DO NOT HAVE GOVT. ID CARD)

\*Any of the 2 IDs from the list below:

1. Aadhar Card
2. PAN Card
3. Passport
4. Driving licence

The documents provided **MUST BE SELF ATTESTED AND ALSO SIGNED AND STAMPED BY AUTHORISING OFFICER.**

Also, please provide the Letter of Authorization on Organization Letter Head (**Stamp & Signed by Authorizing Person**) as on the next page:

## **Letter of Employee Proof & Authorization by Organization**

*(To be printed on letter head of organization)*

To: Sify Technologies Limited,  
Chennai - 600113

Sub: Organizational Employee Proof of the applicant cum Authorization letter.

Organization Name: \_\_\_\_\_

Name of the Applicant	
Father's Name of Applicant	
Date of Birth	
Org ID Number (if available)	
Designation	
Department	
Mobile Number	
Type of Digital Signature Certificate	

I am the Authorized Personnel to certify the Identity on behalf of the Organization. I hereby confirm the Identity Information of the DSC Applicant as mentioned above. I hereby also confirm the mobile number of Applicant given above and authorize him/her to get DSC in his/her name from Certifying Authority / RA/ RAA to use the digital signature certificate for multiple organizational purposes. In case of Class 3 Digital Signature Certificate I also confirm the physical verification of the said Individual.

Stamp & sign of  
Authorizing Personnel



**Annexure B: Format for Employee's Information**

NAME	DESIGNATION	DEPARTMENT	EMPLOYEE ID	STATION
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**NOTE:** Bit4id India Pvt. Ltd or Bit4id SRL cannot be held liable for any misuse of the dongle (with or without individual's certificate in it) once it's been delivered.