

**GOVERNMENT OF RAJASTHAN  
FINANCE DEPARTMENT  
(GENERAL FINANCIAL & ACCOUNTS RULES DIVISION)**

No.F.1(1)FD/GF&AR/2007

Jaipur, dated : 27-1-2012  
Circular No. : 02/2012

**CIRCULAR**

Government of Rajasthan has decided for extension of e-procurement (existing Rule 38B of General Financial & Accounts Rules Part-II) system for all government departments and PSUs w.e.f. 1.4.2012 for procurement more than Rs. 50.00 lacs.

Finance Department had issued guidelines about e-tender vide order dated 30.9.2011 (copy enclosed for ready reference).

All Govt. Department & PSUs should take all necessary preparatory steps including training of concerned officers and contractors well in advance to ensure smooth implementation of e-procurement system. In this regard Digital Signatures for concerned officers as per requirement may also be taken.

For resolving any issue, Department of IT&C or Rajcomp Info Service Ltd. can be contacted. Copy of letter issued by Secretary, IT&C for the purpose (dated 18th January, 2012) is enclosed herewith.



**(Akhil Arora)  
Secretary Finance (Budget)**

Copy forwarded for information and necessary action to:

1. P.S. to Governor/C.M./All Ministers/State Ministers.
2. P.S. to C.S./Principal Secretaries/Secretaries/Special Secretaries to the Government.
3. Secretary, Rajasthan Legislative Assembly, Jaipur.
4. Registrar General, Rajasthan High Court, Jodhpur.
5. Secretary, Rajasthan Public Service Commission, Ajmer.
6. Secretary, Lokayukta Sachivalaya, Jaipur.
7. All Heads of the Departments.
8. All Collectors.
9. All Treasury Officers.
10. Administrative Reforms (Gr.7) Department.
11. Accountant General Rajasthan, Jaipur.
12. Vidhi Rachana Sangthan for Hindi translation.
13. Director, Treasuries and Accounts, Rajasthan, Jaipur.
- ✓ 14. System Analyst, Finance Department for publication on website.



**(Urmila Joshi)  
Officer on Special Duty**

**GOVERNMENT OF RAJASTHAN**  
**FINANCE DEPARTMENT**  
**(General Financial & Accounts Rules)**

No.F.1(1)FD/GF&AR/2007

Jaipur, dated: 30-09-2011  
 Circular No.: 19/2011

**ORDER**

Government of Rajasthan has decided to implement e-Procurement System for bringing transparency in day to day working of the State. In order to implement the e-procurement system, it has been decided to avail the services of RajCOMP Info Services Ltd. (RISL) for following activities :

1. To arrange/provide training to officers/officials of departments/PSUs and bidders/contractors/vendors for implementation of e-Procurement software.
2. To extend Facility Management Services for implementation of e-Procurement software which includes providing support in e-tendering to bidders/contractors/vendors as well as officers/officials of departments/PSUs.
3. To arrange Digital Signatures as per requirement to officers/officials of departments/PSUs and bidders/contractors/vendors.
4. To provide call centre and help desk services.

For providing the above services, following charges will be payable to RISL :-

S.No.	Particulars	Charges
1.	To extend Facility Management Services for implementation of e-Procurement software which includes providing support in e-tendering to bidders/contractors/ vendors as well as officers/officials of departments/PSUs.	1. If tender value is less than Rs. 50.00 lacs, charges will be Rs. 500/- per bidder per tender. 2. If Tender value is Rs. 50.00 lacs or more, charges will be Rs. 1,000/- per bidder per tender. <b>Note :</b> The above charges will be collected additionally in the form of Demand Draft (DD)/Bankers Cheque (BC) in the name of <b>Managing Director, RISL</b> payable at Jaipur along with prescribed tender fee from the bidders.
2.	To arrange Digital Signatures as per requirement to officers/officials of departments/PSUs and bidders/contractors/ vendors.	Charges for arranging/organising Digital Signature along with training will be Rs. 300/- per Digital signature. The cost of digital signature will be extra depending upon the class and type of the digital signature. <b>Note :</b> 1. The cost plus charges for the Officers/Officials of Government Department will be borne by DoIT&C from e-Procurement Project Budget head and for PSU officers/officials cost plus charges will be borne by the respective PSU/Institutions, whereas, for bidders, it will be borne by them. 2. All Departments/PSUs/Institutions/ Bidders will have to submit individual application in

	<p>respect of each signature in the prescribed format for availing digital signature along with photograph and Photo ID proof along with DD/BC. In case of Government Officers/ Officials, the request shall be made through DoIT&amp;C, where in case of PSU/Institutions; it shall be made through an authorised officer along with Advance DD/BC. Bidders shall submit the request directly to RISL along with requisite fees in the form of DD/BC in the name of <b>Managing Director RISL</b>, payable at Jaipur.</p>
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RISL will open a separate account for the project and will submit quarterly details of Income and Expenditure under this project to Finance Department.

By Order,

*(Signature)*

(Sanjay Malhotra)  
Finance Secretary (Budget)

Copy forwarded for information and necessary action to:

1. S.A. to Governor/C.M./All Ministers/State Ministers.
2. P.S. to Chief Secretary/Addl. Chief Secretaries.
3. P.S. to Principal Secretaries/Secretaries/Special Secretaries.
4. Secretary, Rajasthan Legislative Assembly, Jaipur.
5. Secretary, Lokayukta Sachivalaya, Jaipur.
6. Secretary, Rajasthan Public Service Commission, Ajmer.
7. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
8. Accountant General (Civil & Acctt.) Rajasthan, Jaipur.
9. Accountant General (Receipt & C&E) Rajasthan, Jaipur.
10. Registrar, Rajasthan Civil Service Appellate Tribunal, Jaipur.
11. All OSD/Deputy Secretaries/ Sections of the Secretariat.
12. All Heads of the Departments/All Collectors/Divisional Commissioner.
13. Director, Treasuries and Accounts, Rajasthan, Jaipur.
14. All Treasury Officers.
15. Administrative Reforms (Codification) Department (with spare copy).
16. Vidhi Rachana Sangthan for Hindi translation.
17. Analyst-cum-programmer, Finance Department. He is requested kindly publish this circular on FD Website.

*(Signature)*  
(Urmila Joshi)

Officer on Special Duty



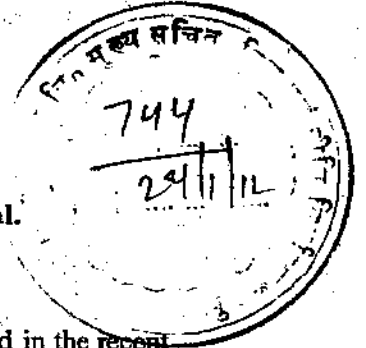
सूचना प्रौद्योगिकी और संचार विभाग

GOVERNMENT OF RAJASTHAN  
Department of Information Technology & Communication

File No: F11(54)/DoIT/Project/11 / 322

Dated: 18.01.12

All Additional Chief Secretaries, Government of Rajasthan  
All Principal Secretaries Government of Rajasthan  
All Secretaries, Government of Rajasthan  
All CMDs/MDs of State Public Sector Units  
All Heads of Departments, Government of Rajasthan



Sub: Procurement of DSCs for users of State e-Procurement portal.

Handwritten notes: 3(B), Sir, 24/1/12

Government of Rajasthan is implementing e-Procurement project. In this regard in the recent Steering Committee Meeting held under the chairmanship of Additional Chief Secretary (Finance), it was decided that for all departments / PSUs, e-tendering will be compulsory for purchases of Rs. 50 lacs or more from April 2012 onwards. Engineering departments are already using this e-tender portal since October 2011. Looking to experience of PWD, as a special case, this amount has been revised to Rs. 25 lacs.

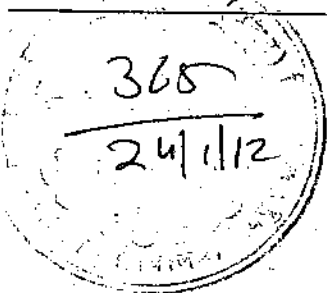
In accordance with the order issued by Finance Department, RISL and Department of Information Technology & Communication have jointly started organizing training for the officers/ officials for the line departments/PSUs. For participating in the training for e-tendering and e-tendering process, officers are required to possess Digital Signature Certificates (DSCs).

Handwritten notes: 39, 25/1

As per decision taken, the DSCs to the officers of State Government Departments are being provided through NIC. RISL has recently tied up with Gujarat Government Public Sector undertaking (n)Code Solution for providing of DSCs in case of urgency. Expenditure incurred towards providing DSCs to the Officers of Government Departments either form NIC or from (n)Code Solution as the case may be is being met out from the Budget provision made by DoIT & C under e-Procurement Project. However, the cost of DSCs for the officers PSU/Autonomous Body/board/ Corporations etc. are to borne by respective organization.

The DSC charges along with RISL service charges as approved by Finance Department for officers of PSU/Autonomous Body/board/ Corporations are as under:

S.No.	DSC Provider	DSC Cost	RISL Service Charges	Responsible Information	Processing Time
1	NIC	755/- per DSC ((Two years validity) there after yearly renewal charges is Rs. 200/-	Rs. 300/- Per DSC	DD of Rs. 1055/- in the name of MD, RISL, Jaipur along with duly filled DSC application	3-4 Weeks.



IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jalpur-302005  
Ph: 0141-2224855, Fax : 0141-2222011  
Website: <http://www.doltc.rajasthan.gov.in>

2	(n)Code Solutions	749/- per DSC (One year validity, yearly renewal charges extra)	Rs. 300/- Per DSC	DD of Rs.1049/- in the name of MD, RISL, Jaipur along with duly filled DSC application	3-4 Days
<p>Note: The requisite DSC request forms of NIC and (n)Code Solutions are attached. The same can also be downloaded using the following URLs:</p> <p>NIC : <a href="http://nicca.nic.in/pdf/DSC-Request-Form.pdf">http://nicca.nic.in/pdf/DSC-Request-Form.pdf</a></p> <p>(n)Code Solutions : <a href="https://www.ncodesolutions.com/PDF/(n)21FinalForm.pdf">https://www.ncodesolutions.com/PDF/(n)21FinalForm.pdf</a></p>					

Keeping in view of the above, you are requested to kindly arrange to direct the concerned officer in your organization to complete the following task:

- To identify the officers/officials to whom DSC is required to be provided
- Forward the dully filled form (in NIC / (n)Code Solutions format as per the need) of these officers to DoIT & C/ RISL latest by 8th February, 2012
- Forward D.D/Cheque of requisite amount to RISL (applicable only for PSU/Autonomous Body/board/ Corporations etc.)

For further clarifications (if any), the concerned officer may contact Shri Jitendra Kumar Varshneya, OIC, e-Procurement, RISL.

**This may be given top priority.**

27/2/12

(Sanjay Malhotra)  
Secretary & Commissioner

Enclosures:

1. DSC application form- NIC
2. DSC application form- (n)Code Solutions
3. Guidelines for filling up application form



**Declaration by the Subscriber**

I hereby declare and understand that

1. I have read the subscriber agreement under Resources (<https://nicca.nic.in>).
2. I shall keep the private key safe and will not share with others.
3. I shall verify the contents and the correctness of the certificate before accepting the DSC.
4. I shall send a signed mail to NIC-CA ([support@camail.nic.in](mailto:support@camail.nic.in)) to acknowledge the acceptance of the DSC. I also undertake to sign an additional declaration form in case of Encryption Certificate.
5. I shall not use the private key before acceptance of the DSC.
6. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.
7. If the private key of my DSC is compromised, I shall communicate to NICCA without any delay as per requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulations, 2001. (Doc ID CA2-50027.pdf, available under Repository>CPS & Forms>All Forms at <https://nicca.nic.in>)
8. 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.
9. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
10. I certify the following: *(Tick whichever is applicable)*
  - o I have not applied for a DSC with NIC-CA earlier.
  - o 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 the Applicant)**

**Verification by Head of Office of Applicant**

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. I have verified the credential of the applicant as per the records and the guidelines given at page 5. I hereby authorize him/her, on behalf of my organization to apply for obtaining Certificate from NIC-CA for the purpose specified above.

Date : .....  
Place : .....

(Signature of Officer with stamp of Org./Office)  
Name of Officer with Designation: \_\_\_\_\_

Office Email: \_\_\_\_\_

**Forwarded by SIO / NIC Coordinator**  
*(Only for Class-2 & Class-3 Certificate)*

(Signature of SIO /NIC Coordinator)  
Name: .....  
Date: .....  
Office Seal: \_\_\_\_\_

*This form is to be forwarded to the respective RA Office of NIC-CA.*

## Additional Declaration by the Subscriber for Encryption Certificate

I hereby declare and understand that

1. 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.
2. I am aware that Key Escrow/Key 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.
3. 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.
4. NICCA shall not be held responsible and no legal proceedings 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 component.
5. I am aware that the Encryption Certificate, issued by NICCA is valid only for the suggested usage and for the period mentioned in the certificate. I undertake not to use the Certificate for any other purpose.
6. I am conversant with PKI technology, and understand the underlying risks and obligations involved in usage of Encryption Certificate.
7. I certify the following: *(Tick whichever is applicable)*
  - o I have not applied for an Encryption Certificate with NIC-CA earlier.
  - o I have been issued an Encryption Certificate 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 Encryption Certificate, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the Encryption Certificate.

Date : .....  
Place : .....

.....  
(Signature of the Applicant)

### Declaration by Head of Office of Applicant

I hereby authorize Mr/Ms \_\_\_\_\_ employed in this Organization, to apply for Encryption Certificate from NIC-CA. 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.

Date : .....  
Place : .....

(Signature of Officer with stamp of Org./Office)  
Name of Officer with Designation: \_\_\_\_\_

Office Email: \_\_\_\_\_

**Forwarded by SIO / NIC Coordinator**  
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)  
Name: .....  
Date: .....  
Office Seal: \_\_\_\_\_

*This form is to be forwarded to the respective RA Office of NIC-CA.*



**Instructions for DSC Applicants**

1. NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant is advised to read this IT Act 2000 under Resources (<https://nicca.nic.in>).
2. To use DSC for exchanging Digitally signed Email, S/MIME compatible Mail clients should be used (Outlook Express, etc.). Also, please ensure that your email-id is issued from a POP compatible Mail server. For security reasons, NICCA prefers usage of Official E-mail ID.
3. Subscriber is required to send one copy of DSC request form, duly signed and forwarded by Head of Office. Applicant is advised to retain a copy of the same, for filling up the form online while generating key-pair.
4. The forwarded DSC application form is processed at NIC-CA 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. This user-id will only be valid for 90 days (i.e., applicant has to generate key pair request and download certificate within 90 days) failing which, user is required to submit fresh DSC application for DSC issuance.
5. It is very important to keep the private key securely.
6. If the private key is compromised, applicant should immediately inform NIC-CA office by phone 011-24366176 or e-mail at [support@camail.nic.in](mailto:support@camail.nic.in) and Login with his user-Id and password at NIC-CA website. The User has to send Request for Revocation/Suspension/Activation form (CA2-50027.pdf)
7. For viewing all valid DSCs and CRLs, the user can access the website (<https://nicca.nic.in/>) under Repository.
8. DSCs are normally issued on FIPS-140 Level-2 compliant smart card/USB crypto-tokens, **which allows only maximum ten numbers of incorrect attempts for entering pass phrase/ pin.** It is advisable to be careful while entering the passphrase as repeated incorrect entries may block the same. On exceeding this limit, special efforts may be required to unblock the device.
9. It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t DSC like generation, revocation, renewal, expiry details are communicated through the given email-id.
10. For any further clarification, user can write to [support@camail.nic.in](mailto:support@camail.nic.in) or visit the NIC-CA website (<https://nicca.nic.in/>).
11. **Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.**

**Class-1 Certificate:**

**Assurance Level:** 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.

**Suggested Usage:** Signing certificate primarily be used for signing personal emails and encryption certificate is to be used for encrypting digital emails and SSL certificate is used to establish secure communications through the use of secure socket layer (SSL).

**Category** Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers within NIC domain

**Class-2 Certificate:**

**Assurance Level:** 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.

**Suggested Usage:** In addition to the 'suggested usage' mentioned in class 1, the class II Signing certificate may also be used for digital signing, code signing, authentication for VPN Client, web form signing, user authentication, Smart Card Logon, single sign-on and signing involved in e-procurement/ e-governance applications.

**Category** Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers in open domain.

**Class-3 Certificate:**

**Assurance Level:** Provides highest level of assurances, as verification process is very stringent. Proves existence of name of organizations such as Government Departments/Agencies, PSU/ Govt. Registered Companies and assures applicant's identity authorized to act on behalf of the Government/PSU/Statutory/Autonomous bodies/ Government registered Companies.

**Suggested Usage:** In addition to the 'suggested usage' mentioned in class-1 & class-2, class-3 signing certificate may also be used for digital signing for discharging his/her duties as per official designation. Class-3 encryption certificate may also be used for encryption requirement as per his/her official capacity.

**Category** Issued to individuals from Government entities/Head of the Institutions, Statutory/Autonomous bodies, Government registered Companies

### **Guidelines for verification by Head of Office**

- The Head of Office (HO) 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.
- They have to ensure verification process as described below, depending upon the class of certificate as applied by the applicant
- **Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.**

#### **Verification Process:**

- **Class-1 Certificate:** HO has to ensure the validity of the details given in the DSC Request Form and verify the same.
  - **Class-2 Certificate:** HO has to ensure the validity of the details given in the DSC Request Form and authenticate the same. HO has to further send it to SIO/NIC-Coordinator for forwarding to NICCA. HO has to utilize various procedures to obtain probative evidence in respect of identity of the applicants by way of seeking photograph and documentary evidence of one of the items under point no. 9 (Identification details) for individual certificate.  
For SSL server certificate the HO has to ensure attestation of URL for Web Servers by Domain Name Registering Agency, location of web server.
  - **Class-3 Certificate:** In addition to the verification process required for the class II certificates, the applicant's of class III certificates are required to be personally present with proof of their identity to the NIC-CA for issuance of DSC.
- On receipt of DSC application form, SIO/ DIO/HOD/NIC-Co-ordinator is required to ensure that the application form is signed by the HO(Head of Office)/JS/Company Secretary/Superior Officer of the applicant along with the seal of the office.

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# Registration Form for Digital Certificate [Individual]

Customer Identification Number \_\_\_\_\_ (For office Use Only)



## Instructions

1. Please fill the form in BLOCK LETTERS in English only.
2. Any discrepancy/inconsistency in the form will lead to delay and/or rejection of this application.
3. Submit the application to nearest LRA. Please visit [www.ncodesolutions.com](http://www.ncodesolutions.com) to locate LRA.
4. (n)21 refers to Class - II- Individual & will bear Object Identification as 2.16.356.100.2.2.
5. The DSC issued would be for Signing only.

Affix recent  
passport  
size photograph  
of the  
applicant

Applicant to sign across  
the photograph extended  
to application form

Validity 1 year  2 year   
(Only SHA-256)

Name of the Applicant

Please ensure that the name as it appears in the identity proof matches with the name mentioned below

\_\_\_\_\_

Residential Address

\_\_\_\_\_

Town/City/District

\_\_\_\_\_

State

PIN

Country

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Date of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail Address

\_\_\_\_\_

Identity Details

Number

(Please tick and  
Fill Any ONE)

// Post Office id card // Driving License // PAN // Voter's ID // Bank account Passbook no //

## Details Required if Applicant is Foreign National

Nationality

\_\_\_\_\_

Passport No.

\_\_\_\_\_

Visa Details

\_\_\_\_\_

# Registration Form for Digital Certificate [Individual]



Customer Identification Number \_\_\_\_\_ (For office Use Only)

## Checklist of the Documents to be Submitted with Application

A. Documents as proof of Identity ( Please tick the one submitted )

- PAN Card   
  Driving License   
  Voters ID   
  Post Office ID Card  
 Copy of Bank Account Passbook with attested photograph by the Bank

B. Documents as proof of Address ( Please tick the one submitted )

- Telephone Bill   
  Water Bill   
  Driving License   
  Service Tax/VAT Tax/Sales Tax registration certificate.  
 Electricity Bill   
  Voters ID   
  Gas connection   
  Property Tax/ Corporation/ Municipal Corporation Receipt.  
 PF statement   
  Passport   
  Bank Statement attested by the bank.

I hereby agree that I have read and understood (n)Code Solutions CA CPS and the Subscriber Agreement and promise to abide by the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CA CPS and risk involved by using other storage devices to store private key. I shall be held responsible for all risks arising out of not using USB Crypto Tokens to store private key.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of Applicant

[Name: \_\_\_\_\_]

Cheque /DD to be drawn in favor of \_\_\_\_\_  
 Cheque should be "payable at par"

Payment Details

LRA Details

DD / Cheque No : \_\_\_\_\_

All documents Checked & Verified by

Date : \_\_\_\_\_ Amount : \_\_\_\_\_

Bank Name : \_\_\_\_\_

LRA Name / Stamp / Signature

Ahmedabad  
 Corporate Office

(n) Care

Mumbai

Delhi

Bangalore

Chandigarh

marketing@ncodesolutions.com

079-4000 7300

022-22048908

011-26452279

080-25272525

0172-2707732

V 3.3

TollFree : 1800 - 293 - 1010

www.ncodesolutions.com

www.ncode.in



e-Safe e-Secure e-Sure

## Guidelines for filling up of DSC request form

### NIC :

- Form Available at <http://nicca.nic.in/pdf/DSC-Request-Form.pdf>
- Please follow the **Instructions for DSC Applicants** given in the form
- Form to be filled in single copy
- Following needs to be furnished pertaining to points mentioned below:
- The application must be counter signed by HOD/HOO with seal.

Point No	Description	Required to be mentioned
2	Class of Certificate required	Please tick Class II
3	Certificate Required (Usage)	Please tick both i.e Individual (Signing) / Encryption
4	Certificate Validity	Please fill two years
7	Email ID	It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t. DSC like generation, revocation, renewal, expiry details are communicated on the given email ID
8 (a) & 8 (b)	Office Address & Residential Address	Please mention PINCODE in both addresses i.e. Office Address and Residential Address as this is mandatory. Also ensure that the office phone numbers and mobile number are mentioned.
9	Identification details	Self attested copy of ID (select any one from the given options)
11	SSL Certificate Details	Leave Blank

### (n) Code Solutions

- Form Available at [https://www.ncodesolutions.com/PDF/\(n\)21FinalForm.pdf](https://www.ncodesolutions.com/PDF/(n)21FinalForm.pdf)
- Please follow the **Instructions for DSC Applicants** given in the form
- Form to be filled in single copy
- Validity : Please tick “ One Year”
- Self Attested ID proof needs to be attached
- Email Id :

It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t. DSC like generation, revocation, renewal, expiry details are communicated on the given email ID

- The application must be counter signed by HOD/HOO with seal.