

पुलिस महानिदेशक का कार्यालय, बिहार, पटना।

पटना, दिनांक- 04/04/ 2016

सेवा में,

बिहार संवर्ग के भा0पु0से0 के सभी पदाधिकारी।

विषय:- भा0पु0से0 के पदाधिकारियों के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) की ई-फाईलिंग को लागू करने के संबंध में।


निदेशानुसार कहना है कि ई-फाईलिंग व्यवस्था के क्रम में आपके स्तर से निम्नांकित कार्रवाइयाँ अपेक्षित हैं:-

1. भारतीय पुलिस सेवा बिहार संवर्ग के सभी पदाधिकारियों का ई-मेल आई0डी0 गृह (आरक्षी) विभाग के स्तर से तैयार किया गया है तथा गृह (आरक्षी) विभाग के पत्रांक-2484, दिनांक-31.03.2016 द्वारा परिचारित किया गया है। इसे गृह विभाग के वेबसाईट (www.bih.nic.in) पर देखा जा सकता है। ई-मेल आई0डी0 का पासवर्ड गृह (आरक्षी) विभाग के तकनीकी कोषांग से प्राप्त किया जाना है। कई पदाधिकारियों द्वारा अब तक पासवर्ड प्राप्त नहीं किया गया है।

जिन पदाधिकारियों ने अब तक पासवर्ड प्राप्त नहीं किया है उनसे अनुरोध है कि किसी पदाधिकारी को प्राधिकृत कर गृह (आरक्षी) विभाग के तकनीकी कोषांग से 07 अप्रैल 2016 तक पासवर्ड प्राप्त कर लें।

2. उक्त क्रम में सभी पदाधिकारियों को Digital Signature Certificate (DSC) प्राप्त करना है। इसके लिए गृह (आरक्षी) विभाग के पत्रांक-2467, दिनांक-30.03.2016 द्वारा विस्तृत दिशा निर्देश निर्गत है। इसके अन्तर्गत आपको विहित प्रपत्र में वांछित सूचनाएँ अंकित कर दिनांक-15.04.2016 तक गृह (आरक्षी) विभाग को उपलब्ध कराना है।

कृपया उपरोक्त कार्रवाइयाँ निर्धारित तिथि के पूर्व करने का कष्ट करें।


4/4/16
पुलिस महानिरीक्षक (मुख्यालय),
बिहार, पटना।

E-mail & Upload
PHD Website

पत्र सं०- 5/सी०आर०-102/2016 गृ० आ०
बिहार सरकार
गृह (आरक्षी) विभाग

प्रेषक,

रंजन कुमार सिन्हा
सरकार के संयुक्त सचिव।

सेवा में,

बिहार संवर्ग के भा०पु०से० के सभी पदाधिकारी।

पटना, दिनांक

विषय: भा०पु०से० के पदाधिकारियों के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) की ई-फाइलिंग को लागू करने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि गृह मंत्रालय, भारत सरकार के पत्रांक-17048/01/2015-IPS ACR Cell दिनांक-22.01.2016 द्वारा दिनांक-01.04.2016 (मूल्यांकन वर्ष 2015-16) से कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) की ई-फाइलिंग को लागू करने का निर्णय लिया गया है। इसके संचालन हेतु भा०पु०से० के प्रत्येक सदस्य को Digital Signature Certificate (DSC) प्राप्त करने की आवश्यकता है, जिसका उपयोग स्वयं के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) समर्पित करने के साथ-साथ अन्य पदाधिकारी के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) के अभिलेखन हेतु प्रतिवेदक/समीक्षी/स्वीकरण प्राधिकार के हैसियत से किया जा सकेगा। DSC के निर्गमन हेतु प्रत्येक भा०पु०से० के पदाधिकारी को विहित प्रपत्र में आवेदन करने की आवश्यकता है।

विहित प्रपत्र को भरने में सुविधा हेतु श्री जितेन्द्र कुमार, भा०पु०से० (बी०एच०-1993) का भरा हुआ प्रपत्र नमूना के रूप में संलग्न है। साथ ही साथ बेल्ट्रॉन का पत्र अनुलग्नक सहित संलग्न करते हुए इस निमित्त आवश्यक दिशा निर्देश निम्नवत है :-

1. फार्म केवल नीले बॉल पेन से भरे जायेंगे।
2. फार्म पर चिपकाया गये फोटो स्वयं द्वारा हस्ताक्षरित होना चाहिए।
3. ID Proof तथा Address Proof स्वयं द्वारा हस्ताक्षरित तथा राजपत्रित पदाधिकारी द्वारा अभिप्रमाणित किया होना आवश्यक है।
4. फार्म, ID Proof तथा Address Proof पर हस्ताक्षर केवल ID Proof पर अंकित हस्ताक्षर जैसा ही होना अनिवार्य है। ऐसा नहीं होने पर फार्म अस्वीकृत कर दिया जायेगा।
5. उपर्युक्त के अलावा अन्य बेल्ट्रॉन के पत्र में उल्लेखित दिशा निर्देश के अनुसार।

अतः अनुरोध है कि Digital Signature Certificate (DSC) के निर्गमन हेतु संलग्न विहित प्रपत्र में आवश्यक सूचनायें भरकर (फोटो सहित) दो मूल प्रतियों में गृह (आरक्षी) विभाग को दिनांक-15.04.2016 तक भेजने की कृपा की जाय, ताकि उसका सत्यापन कर बेल्ट्रॉन को आवश्यक कार्रवाई हेतु भेजा जा सके। विहित प्रपत्र वेब-साईट- www.acetechnology.co.in पर भी उपलब्ध है।

कृपया इसे सर्वोच्च प्राथमिकता दी जाय।

अनु० - यथोक्त।

विश्वासभाजन
ह०/-

सरकार के संयुक्त सचिव

ज्ञापांक- 5/सी०आर०-102/2016 गृ० आ० 2467 पटना, दिनांक 30.03.16

प्रतिलिपि :- पुलिस महानिदेशक, बिहार, पटना/आई०टी० मैनेजर, गृह विभाग को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

पुलिस महानिदेशक, बिहार, पटना से अनुरोध है कि अपने स्तर से भी बिहार संवर्ग के सभी भा०पु०से० के पदाधिकारियों को इस संबंध में निदेशित करने की कृपा करेंगे।

सरकार के संयुक्त सचिव

आपांक. 2522 / एक्स०पी०
एक्स०पी० 2 11 11 16

पुलिस महानिदेशक का कार्यालय, बिहार, पटना।

पटना, दिनांक- 04/04/2016

प्रतिलिपि:-

भारतीय पुलिस सेवा (बिहार संवर्ग) के सभी पदाधिकारियों को अनुलग्नक सहित सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

4/4/16
पुलिस महानिरीक्षक (मुख्यालय)
बिहार, पटना।

पत्र सं०- 5/सी०आर०-102/2016 गृ० आ०
बिहार सरकार
गृह (आरक्षी) विभाग

प्रेषक,

रंजन कुमार सिन्हा
सरकार के संयुक्त सचिव।

सेवा में,

बिहार संवर्ग के भा०पु०से० के सभी पदाधिकारी।

पटना, दिनांक

विषय : भा०पु०से० के पदाधिकारियों के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) की ई-फाईलिंग को लागू करने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि गृह मंत्रालय, भारत सरकार के पत्राक-17048/01/2015-IPS ACR Cell दिनांक-22.01.2016 द्वारा दिनांक-01.04.2016 (मूल्यांकन वर्ष 2015-16) से कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) की ई-फाईलिंग को लागू करने का निर्णय लिया गया है। इसके संचालन हेतु भा०पु०से० के प्रत्येक सदस्य को Digital Signature Certificate (DSC) प्राप्त करने की आवश्यकता है, जिसका उपयोग स्वयं के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) समर्पित करने के साथ-साथ अन्य पदाधिकारी के कार्य निष्पादन मूल्यांकन प्रतिवेदन (PAR) के अभिलेखन हेतु प्रतिवेदक/समीक्षी/स्वीकरण प्राधिकार के हैसियत से किया जा सकेगा। DSC के निर्गमन हेतु प्रत्येक भा०पु०से० के पदाधिकारी को विहित प्रपत्र में आवेदन करने की आवश्यकता है।

विहित प्रपत्र को भरने में सुविधा हेतु श्री जितेन्द्र कुमार, भा०पु०से० (बी०एच०-1993) का भरा हुआ प्रपत्र नमूना के रूप में संलग्न है। साथ ही साथ बेल्ट्रॉन का पत्र अनुलग्नक सहित संलग्न करते हुए इस निमित्त आवश्यक दिशा निर्देश निम्नवत है :-

1. फार्म केवल नीले बॉल पेन से भरे जायेंगे।
2. फार्म पर चिपकाया गये फोटो स्वयं द्वारा हस्ताक्षरित होना चाहिए।
3. ID Proof तथा Address Proof स्वयं द्वारा हस्ताक्षरित तथा राजपत्रित पदाधिकारी द्वारा अभिप्रमाणित किया होना आवश्यक है।
4. फार्म, ID Proof तथा Address Proof पर हस्ताक्षर केवल ID Proof पर अंकित हस्ताक्षर जैसा ही होना अनिवार्य है। ऐसा नहीं होने पर फार्म अस्वीकृत कर दिया जायेगा।
5. उपर्युक्त के अलावा अन्य बेल्ट्रॉन के पत्र में उल्लेखित दिशा निर्देश के अनुसार।

अतः अनुरोध है कि Digital Signature Certificate (DSC) के निर्गमन हेतु संलग्न विहित प्रपत्र में आवश्यक सूचनायें भरकर (फोटो सहित) दो मूल प्रतियों में गृह (आरक्षी) विभाग को दिनांक-15.04.2016 तक भेजने की कृपा की जाय, ताकि उसका सत्यापन कर बेल्ट्रॉन को आवश्यक कार्रवाई हेतु भेजा जा सके। विहित प्रपत्र वेब-साईट- www.acetechnology.co.in पर भी उपलब्ध है।

कृपया इसे सर्वोच्च प्राथमिकता दी जाय।

अनु० - यथोक्त।

विश्वासभाजन

ह०/-

सरकार के संयुक्त सचिव

ज्ञापांक- 5/सी०आर०-102/2016 गृ० आ० 2457 पटना, दिनांक 30.03.16

प्रतिलिपि :- पुलिस महानिदेशक, बिहार, पटना/आई०टी० मैनेजर, गृह विभाग को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

पुलिस महानिदेशक, बिहार, पटना से अनुरोध है कि अपने स्तर से भी बिहार संवर्ग के सभी भा०पु०से० के पदाधिकारियों को इस संबंध में निदेशित करने की कृपा करेंगे।

सरकार के संयुक्त सचिव

DR No - 1613/24P
31/3/16

DR No/693/2(HO)
31-3-16

458/xp
01/4/16

बिहार स्टेट इलेक्ट्रॉनिक्स डेवलपमेन्ट कॉरपोरेशन लिमिटेड

(बिहार सरकार का उपक्रम)

पत्रांक.....1676/16



दिनांक.....11.03.16

उपर्युक्त

सेवा में,

सरकार के संयुक्त सचिव,
गृह (आरक्षी) विभाग,
बिहार, पटना।

विषय :-

भा० पु० से० के पदाधिकारियों को डिजिटल सिग्नेचर (DSC) उपलब्ध कराने के संबंध में।

प्रसंग :-

गृ० आ० विभाग का पत्रांक 1536 दि० 26.02.16.

महाशय,

उपर्युक्त विषयक प्रसंगाधीन पत्र के संबंध में डिजिटल सिग्नेचर का दर एवं आवश्यक

शर्तें निम्नांकित तालिका में अंकित की गई हैं :-

SL. No.	Particulars	Unit rate (Inclusive of all Taxes)	Terms & Conditions.
1.	Class II DSC (Signing & Encryption) with e-token of two years validity.	Rs 818.00	Application form should be filled as per the updated CCA guideline (Cop

14924/15-5
14-3-16

उपर्युक्त वर्णित Digital Signature की आपूर्ति हेतु कृपया मूल्य एवं संख्या के अनुसार

अग्रिम राशि का भुगतान एवं आपूर्ति आदेश के साथ पदाधिकारियों का भरा हुआ आवेदन पत्र ससमय

उपलब्ध कराना सुनिश्चित करेंगे। इस हेतु Beltron में Nodal पदाधिकारी श्रीमति किरण सिन्हा, सहायक

प्रबन्धक, मो० नं० 9473197810 पूर्व से नामित हैं।

15 अनु० : यथोक्त।

विश्वासभाजन

(राहुल सिंह)

प्रबन्ध निदेशक

605
16/3/16

199
16/3/16

बेलट्रॉन भवन, शास्त्री नगर, पटना-800023

दूरभाष : 0612-2281856-7, फैक्स : 0612-2281857, वेबसाईट : www.beltron.in, ई-मेल : bsedc@beltron.in

I. General guidelines to CAs

- i. The guidelines issued by the Controller of Certifying Authorities are to be strictly followed by CAs. Unless and otherwise the date of implementation is specified, the effective date of implementation of guidelines will be from the date of publication on the website of Office of CCA. The changes due to these guidelines should be referred to or incorporated in the subsequent revision of CPS of CAs.
- ii. The following text should be part of DSC application form
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.
- iii. The biometric authentication carried out using Aadhaar e-KYC service to establish identity of the applicant, shall be treated as physical verification of subscriber. The () () () response from UIDAI should be preserved as evidence.
- iv. CAs should put in measures to ensure that email addresses that are included in Digital Signature Certificates (DSC) are unique to the DSC applicant. Provisions can be made for issuance of multiple DSC with a single email Id where it is established that these multiple DSCs are being issued to a unique DSC applicant.
- v. CA should put procedure in place to ensure that no Class 2 or Class 3 individual Signing DSCs are issued in cases where the key pair has not been generated on a FIPS 140-1/2 level validated Hardware cryptographic module.
- vi. In respect of Class 1 certificate, if the subscriber prefers to use Non FIPS 140-1/2 Level 2 validated Hardware Cryptographic module/ Software token, the corresponding risk should be made known to the DSC applicant and an undertaking should be taken to the effect that the DSC applicant is aware of the risk associated with storing private keys on a device other than a FIPS 140-1/2 Level 2 validated cryptographic module.
- vii. A list of approved cryptographic device manufacturers / suppliers and information relating to their FIPS 140-2 validated tokens must be published on the website of the CA.
- viii. A digitally signed application form can be accepted for new DSC prior to expiry of existing DSC, provided that CA has infrastructure for archiving such electronic application and validating the signature during the archival period. Identity shall be established through the initial identity-proofing process for each assurance level as per 3.3.1 of *Guidelines for Issuance of DSC*. Also such DSC used to sign the application form should have been issued to the applicant.
- ix. The application forms shall be preserved and archived by CAs. The archival period of 7 years will begin from the date of expiry of the Digital Signature Certificate.
- x. For the purpose of DSC application to CA(paper), all signatures including DSC applicant, attestation and authorisation should be with blue-ink only.
- xi. In case applicant's signature is different from that in ID Proof, a physical verification needs to be carried out.
- xii. In the case of applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service.
- xiii. Power of attorney is not allowed for the purpose of DSC application to CA and Issuance of DSC.

2 Guidelines for issuance of Digital Signature Certificates (Personal/ Organizational Personal DSC)

2.1 Personal Digital Signature Certificate – through RAs of CA

- 1) Registration Authority (RA) is the entity that collects and verifies each Subscriber's identity and information that are to be entered into his or her public key certificate. An RA interacts with the CA and recommends the subscriber request for certificate issuance to CA. A RA should have legal agreement with CA.
- 2) For issuing a Class 2 DSC, physical verification of original documents against the copy of documents submitted is mandatory before attestation.
- 3) For issuing a Class 3 DSC, not only the physical verification of original documents against the documents submitted is mandatory but physical verification of person is also compulsory.
- 4) For all Classes of certificates, other than identity & address proof, the identity credentials which appear in the certificate, like PAN number, e-mail, mobile number etc. as details in the DSC should be verified.
- 5) The mobile number of DSC applicant in the DSC application form is mandatory for Class 1, Class 2 and Class3 certificates facilitated through RAs of CAs(other than Banking and organisational). The authentication credentials should be sent to mobile of the applicant. CA should call the subscriber on mobile provided on DSC the application form and confirm that he or she has applied for the DSC. CA should approve the DSC issuance only after the confirmation of DSC applicant.
- 6) In case of using Aadhaar eKYC based service for verification of individuals, guidelines to be followed is given in the section 5 (Guidelines for e-authentication using Aadhaar e-KYC services).
- 7) Each applicant for a personal digital signature certificate must provide proof of Identity and proof of address as detailed below:

Document as proof of identity (Any one):

- a) Aadhaar (eKYC Service)
- b) Passport
- c) Driving License
- d) PAN Card
- e) Post Office ID card
- f) Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.

(85)
(11A)

- g) Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.
- h) Any Government issued photo ID card bearing the signatures of the individual.

Documents as proof of address (Any one):

- a) Aadhaar (eKYC Service)
- b) Telephone Bill
- c) Electricity Bill
- d) Water Bill
- e) Gas connection
- f) Bank Statements signed by the bank
- g) Service Tax/VAT Tax/Sales Tax registration certificate.
- h) Driving License (DL)/ Registration certificate (RC)
- i) Voter ID Card
- j) Passport
- k) Property Tax/ Corporation/ Municipal Corporation Receipt

With the above documents the following conditions will apply.

- I. **Validation of signature on application forms:** At least one identity or address proof should contain signature of applicant. If absent, subscribers should submit their signatures validated by the bank where they hold a bank account. The CA/RA should use that verification document to confirm the signature of subscriber present on the application form.
- II. **Validity of the Address Proof:** In case of any utility bills like electricity, water, gas, and telephone bill, in the name of the applicant, the recent proof, but not earlier than 3 months from the date of application should be attached.
- III. **Using single document copy to be used for both Identity & Address proof:** This may be considered. However, if the address in the Photo-id is different from the address given in the application then a separate address proof may be insisted for.
- IV. **Attestation against original copy:** Copy of supporting documents should be attested by any one of the following:
 - Group 'A' /Group 'B' Gazetted officer (refer Annexure 2)
 - Bank Manager/Authorised executive of the Bank
 - Post Master

- 8) DSC shall be issued by CAs only after the application form (with ink signature) and copy of supporting document(s) (duly attested) have been physically received and verified at the CA premises. An officer appointed by each CA, would be responsible for confirming the correctness of the documents provided, before issuing the DSC.
- 9) For Class 3 Physical verification, a CA should make available a tamper proof video capture facility in their application. The video recording of interactive session with DSC applicant by using the facility provided by CA application should be not less than one minute. The CA should verify the same prior to issuance of DSC to DSC applicant.

2.2 Organizational Personal Digital Signature Certificates for officers of Central Government/State Government/PSUs/Autonomous body of Central Government

Article 12 in The Constitution Of India 1949

the State includes the Government and Parliament of India and the Government and the Legislature of each of the States and all local or other authorities within the territory of India or under the control of the Government of India.

Government organization includes State/ Central Government and their departments, any agency/ instrumentality on which the Government has deep and pervasive control, PSUs, Government Companies, Government Corporations etc.

Identity verification requirements are as mentioned below:

- Applicant's identity card
- The application for DSC should be forwarded/Certified by the Head of Office
- A letter/notification from Head of Department authorizing the Head of Office
- The attestation of documents may be carried out by Head of the Office/Gazetted Officer
- For Class 3 certificate HoD should certify the physical verification of subscriber.
- CA should verify the Organizational and HOD's identity. The identity of HOD should be ascertained by at least one personal interaction, Government ID card, signature and seal of Department, Website RTI disclosures, telephonic call to departmental phone etc.
- The application forms should be preserved by CA. The electronic application form should be archived in a location provided by CA.

Enrollment Date :- _____
Time :- _____



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Class of Certificate	Class 2	Individual	Signing	1 Year	Request Id:
	Class 3	With Org Name	Encryption	2 Years	

Name		Date of Birth		Gender	
Designation		Organization Name		Organization Address	
Email Id		Mobile No		Phone No	
I hereby declare that the information provided in this application is true and correct. I am not aware of any legal proceedings or any other information which may affect the issuance of the certificate. I understand that the certificate will be issued only after successful completion of the security audit.		I hereby declare that the information provided in this application is true and correct. I am not aware of any legal proceedings or any other information which may affect the issuance of the certificate. I understand that the certificate will be issued only after successful completion of the security audit.		I hereby declare that the information provided in this application is true and correct. I am not aware of any legal proceedings or any other information which may affect the issuance of the certificate. I understand that the certificate will be issued only after successful completion of the security audit.	
Signature		Date		Place	
Name of the Applicant		Address		City	
State		Pin Code		Country	
Phone No		Mobile No		Fax No	
E-mail Id		Organization Name		Organization Address	
State		Pin Code		Country	

Section 2: Identity Proof Details

Photo Identity Proof

Identity Card Number
Date of Issue
Issued by Authority

Address Proof

Address
Date of Issue
Issued by Authority

Section 3: Declaration

I hereby declare that all the information provided in this application is true and correct for the purpose of obtaining a digital certificate. I understand that the certificate will be issued only after successful completion of the security audit. I am not aware of any legal proceedings or any other information which may affect the issuance of the certificate. I understand that the certificate will be issued only after successful completion of the security audit.

Signature of the Applicant
Date
Place

Section 4: Authorization (only for ORG DSC)

I hereby declare that the information provided in this application is true and correct. I am not aware of any legal proceedings or any other information which may affect the issuance of the certificate. I understand that the certificate will be issued only after successful completion of the security audit.

Signature of the Applicant
Date
Place

Section 5: User Info

Organization Name
Address
City
State
Pin Code
Country
Phone No
Mobile No
Fax No
E-mail Id

LRA Contact Address : 37/320, Unnat Nagar 2, Opp. Patkar College, Inside Darshan Photo Studio lane, Goregaon(West), Mumbai - 400002.

Acc Technology | Tel: 022 - 2876 3744/ 55 /66 | Website: www.acetechnology.co.in | Email Id: support@acetechnology.co.in

Updated checklist for Digital Signature Certificate (DSC) form (Jan 2016)

Note: - Use only Blue Ink to sign the application Form & for attestation on Documents.

Very Important: DSC Application form should be filled in consultation with ACE personnel; a scanned copy can be shared on email prior dispatching to our office. All needful changes should be done before sending them to our office.

Ref. No.: - _____ e KYC non e KYC

Applicant Name		Purpose or use of DSC	
Organization Name		Department Name / Nature of Business *	
Chq. No.	Amt.:-	Website: Where DSC to be Used	
Enrollment <input type="checkbox"/> By Ace <input type="checkbox"/> By Applicant <input type="checkbox"/> By		Certificate Type: <input type="checkbox"/> Signing <input type="checkbox"/> Encryption <input type="checkbox"/> Sign. + Encryption	
DSC Class: <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 Validity: <input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years		Token: <input type="checkbox"/> Token needed <input type="checkbox"/> Already have Token	
Delivery address for DSC:			
Option 1 e KYC	Applicant producing a finger touch on biometric device and thereby linking on the AADHAR database for e KYC confirmation and supporting the Organization documents in case of Organization type DSC. This option will definitely save your valuable time and help you to obtain Digital signature at an ease.		
Id proof	UID (AADHAR), PAN, Driving License, Id card issued by State or Central Govt. Deptt.		
Address proof	Any one from below detailed lists for option 2 (Required only for Organization type DSC only)		
Organization Proof	For e-KYC organizational type, the required documents will be the same as for Non-eKYC.		
Option 2 Non e KYC	Conventional application form on paper supported with appropriate KYC attested documents; followed by confirmation through SMS and e mail verification for class 2 and for class 3 - Video clip uploaded on Sify Safescript web site. Table below mentions detailed KYC documents list and important points are mentioned.		
Applicant's Identity proof (Any One)	Address proof: For Individual type DSC (Any One)	Organization Documents for Non- Government Organization / Trust - Proof of Right to do Business (POR) (All Documents required)	Documents required for Company Type DSC for Public or Private Limited Company (POR) Proof of Right to do Business (POR) (All Documents)
<ul style="list-style-type: none"> • Applicant PAN Card (Mandatory) • Govt. Department Id Card (Mandatory for Govt. Employees) • Passport • Driving License • Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official. <p>Very Important: Spelling of Applicant's Name & Company Name written on Form should match exactly with that mentioned on Proofs submitted. Else please give another proof, with matching spelling.</p> <p>Attestation: Avoid Black ink for attestation, only Banker or Post master or Gazetted Officer can attest do.</p> <p>For Section IV: Person providing Attestation on Sect.4 must furnish His/hers (self-attested) Id proof with documentary evidence on Organization resolution on Pvt. Or Public Limited Company letterhead.</p>	<ul style="list-style-type: none"> • Aadhar Card • Voter ID Card • Mobile : Telephone bill /Gas connection • Electricity bill / Water Bill • Driving License • Passport • Bank statement attested by the Bank • Service Tax/VAT Tax/Sales Tax. • Office address Property Tax/ Municipal Corporation Receipt. <p>For Organization type DSC (Any One)</p> <ul style="list-style-type: none"> • Electricity bill : Telephone bill / Water Bill with Office address on them • Bank statement attested by the Bank • Service Tax/VAT Tax/Sales Tax. • Property Tax. Municipal Corporation Receipt. • (Address proof should be within 3 months) 	<ul style="list-style-type: none"> • PAN Card of NGO/Trust • Incorporation and Registration Certificate issued by authority such as Registrar /sub-assurances • Copy of Trust Deed • Copy of rules and Bye laws of NGO • Copy of Bank Statement verified/attested by Banker • Copy of Income Tax Return of last year • Authority/Resolution for Authorization to Authorized Signatories for DSC application/ forwarding/ attestation of organizational documents <p>Proprietorship Firm:</p> <ul style="list-style-type: none"> • Copy of Business Registration Certificate" (S&E / VAT / ST) • Copy of statement of Bank account (First and second page) • Copy of ITR accompanied by Computation of income/ financial statement Front side page-1) 	<p>Corporate Entities:</p> <ul style="list-style-type: none"> • Copy of Company Pan Card • Copy of certificate of incorporation • Copy of Article and Memorandum of Association (First two page) • Copy of statement of bank account (First and second page) • The copy of audit report along with the annual return pertaining to last financial year (First and second page) • The authorized representatives for Forwarding / certifying the application form for DSC should be duly authorized by the resolution of board of directors. <p>Partnership Firm:</p> <ul style="list-style-type: none"> • Copy of partnership deed (Max of first three pages including list of partners and authorized signatories) • Copy of PAN card (Front side page-1) • Copy of statement of bank account (First and second page) • Copy of ITR accompanied by computation of income financial statement pertaining to last financial year (First and second page)
<p>Please Note:</p> <ul style="list-style-type: none"> ➤ For Company Type DSC: Authorised person's sign is mandatory in section 4 (Auth. Letter) of the Subscription / Application form. with Rubber Stamp. For Organization type DSC, the Person who is attesting on Section - 4 and on Company Documents has to provide his Identity proof (Self-attested) and his name should be appear in Board of resolution in case of Pvt. Ltd or Ltd Company. In case of Partnership, other Partner has to authorize and provide his self-attested Identity proof. ➤ Round seal of Bank is not sufficient for attestation. bank manager has to put his stamp on which his details must be there. The Name, designation, office address and contact number of the attesting officer should be clearly visible. With this, SafeScript should able to trace and contact the attesting officer if required. Only the clear and complete attestation would be accepted. Attestation is applicable for paper documents non ekyc only. If seal is not visible, the self-attested copy of organisational Identity card of attesting officer should be enclosed. ➤ The person who is enrolling for certificate on ACE web site has to mention date & time of enrolment on top of application form. 			

Enrollment Date: _____

Time: _____

city

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Class of Certificate	Class 2	Individual	Starting	1 Year	Request Id
	Class 3	With Org Name	Enrollment	2 Years	

Section 1: Subscriber Details

JITENDRA KUMAR

SPECIAL SECRETARY

01041970



812001

06122217409

8084768273

JITENDRA.KUMAR70@IPS.GOV.IN

Section 2: Identity Proof Details

Identity Proof: PAN CARD

Identity Proof: VOTER ID CARD

Section 3: Declaration

Jitendra

PATNA

Section 4: Information (only for ORG DSC)

Section 5: Contact Information

RA Contact Address | 37/326, Unnat Nagar, 2, Opp. P. V. College, Inside Darshan Photo Studio Lane, G. J. Nagar (West), Mumbai - 400 042

Acce Technology | Tel: 022-2875 5744, 55766 | Website: www.accechnology.com | Email Id: support@accechnology.com

स्थायी लेखा संख्या / PERMANENT ACCOUNT NUMBER

AJQPK4753R



नाम / NAME

JITENDRA KUMAR

पिता का नाम / FATHER'S NAME

RAM SANEHI LAL

जनम तिथि / DATE OF BIRTH

01-04-1970

हस्ताक्षर / SIGNATURE

Jitendra Kumar
Commissioner of Income-tax (Computer Operations)

संयुक्त सचिव (कंप्यूटर कार्य)
Commissioner of Income-tax (Computer Operations)


Jitendra

इस कार्ड को खो / गिरा जाने पर कृपया जापि करने वाले प्राधिकारी को सूचित / वापस कर दें
आयकर आयुक्त (कंप्यूटर कार्य),
पूर्वी ब्लॉक-II, तल संख्या-3,
विवेकानन्द मार्ग,
रामभृष्ण पुरम, नई दिल्ली-1100



In case this card is lost/found, kindly inform/return to the issuing authority :

Commissioner of Income-tax (Computer Operations),
Level III, East Block II,
Vivekananda Marg, R.K.Puram,
New Delhi - 110 066.

[Signature]
संयुक्त सचिव,
शुद्ध (आरक्षी) विभाग
बिहार, पटना।


 भारत गणराज्य
 भारत निर्वाचन आयोग
 पदधान कर्त
ELECTION COMMISSION OF INDIA
IDENTITY CARD

TTN2489367

निर्वाचक का नाम	जितेन्द्र कुमार
Elector's Name	Jitendra Kumar
पिता का नाम	राम शेखी लाल
Father's Name	Ram Shekhi Lal
लिंग / Sex	पुरुष / Male
जन्म तिथि / Date of Birth	01/04/1970

Jitendra


संयुक्त सूचना
 गृह (आरक्षण) विभाग
 बिहार, पटना

1489

भागनाग कोसानी,
 टिकमगांछी
 बहुराणी - भागलपुर,
 मंचल - जगदीशपुर,
 बिहार - भागलपुर,
 812001

Address : Lalbag colony,
 Tikamganj
 Town/VIII - Bhagalpur,
 Anchal - Jagdishpur,
 Dist. -
 BHAGALPUR, 812001

दिनांक / Date : 15/04/2014


 Official Signature of Electoral Registration
 Officer 156, Bhagalpur, Constituency

पता बदलने पर, वचन पत्र अपना नाम निर्वाचक
 माध्यामिका में दर्ज करवाये तथा 15 पत्र पर दर्ज नाम पर
 कार्यवाही के लिए आवेदन पत्र में नया पता दर्ज करें।
 In case of change in address, mention this card
 no. in the relevant forms for including your name
 in the roll at the changed address and to obtain
 the card with the same number.