



# यूपी इलेक्ट्रॉनिक्स कारपोरेशन लिमिटेड

## U.P. Electronics Corporation Limited

(A U P GOVT. UNDERTAKING)

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प्रश्नोत्तर प्रणाली/SSDG /ई-डिस्ट्रिक्ट (E-DISTRICT) /मनरेगा (MNREGA) /I.A.S. Officers for Filing On-Line ACRs योजना (Signing Only) हेतु यूपी० इलेक्ट्रॉनिक्स कारपोरेशन लिमिटेड द्वारा (n)code-Certifying Authority द्वारा प्रदत्त डिजीटल सिग्नेचर बनाये जाने में निम्नलिखित प्रपत्रों की आवश्यकता होती है :-

- कृपया निम्न बिन्दुओं को ध्यानपूर्वक पढ़कर फार्म भरें। अन्यथा अपूर्ण फार्म स्वीकार नहीं किये जायेंगे। भारत सरकार की संस्था CCA(Controller of Certifying Authorities) की वेब-साइट (<http://www.cca.gov.in>) से गाइड-लाइन डाउनलोड्स कर सकते हैं।
- 1. डिजिटल सिग्नेचर फॉर्म की छाया प्रति संलग्न है। (निगम की वेबसाइट [www.uplc.in](http://www.uplc.in) पर भी उपलब्ध है)।
- 2. डिजिटल सिग्नेचर फॉर्म पर विवरण, सत्यापन, हस्ताक्षर एवं मुहर (Description, Attestation, Signature & Seal) नीला पेन (Blue Ink only) से ही अंकित किया जाना अनिवार्य है, अन्यथा फॉर्म निरस्त कर दिया जायेगा।
- 3. डिजिटल सिग्नेचर फॉर्म पर Class-2, validity 2 year and Only Signing पर ही निशान लगायें।
- 4. डिजिटल सिग्नेचर फॉर्म पर यथा स्थान सम्बन्धित आवेदनकर्ता का एक फोटो चर्चा किया जायेगा एवं कास हस्ताक्षर, जो कि आधा फोटो एवं आधा फार्म पर हो, किया जाना आवश्यक है।
- 5. जिस नाम से आवेदन पत्र भरा जायेगा उसकी अपनी ई-मेल आईडी० (Unique email ID) तथा मोबाइल नम्बर (Unique Mobile Number) फार्म में भरनी होगी जिस पर Verification के लिये Call/Massage की जायेगी। Mobile Verification होने के बाद रजिस्टर्ड मोबाइल पर एक कोड का एस०एम०एस० आयेगा।
- 6. All Supporting documents should be attested by Gazzeted Officer/Post Master/Bank Manager and the name, designation, office address, contact number of the attesting officer should be clearly visible.

➤ Supporting Documents of Applicant will be attested by other Gazzeted Officer.

### Mandatory Attested (Not Self Attested) Documents For Digital Signature Certificate (In Blue Ink Only)

- a. Applicant ID Proof. (आवेदनकर्ता का व्यक्तिगत पहचान पत्र -Pan Card/Smart Card DL /Passport / Departmental ID Card having Serial No & signature /Bank Passbook having photo & signature attested by bank manager ).
- b. Applicant Departmental Identity Card (आवेदनकर्ता का विभागीय पहचान पत्र).
- c. Office Address Proof. (आवेदनकर्ता के कार्यालय के पते का प्रमाण पत्र).
- d. The Department ID Card of Authorising person (आवेदनकर्ता को अधिकृत करने वाले अधिकारी का विभागीय परिचय-पत्र).
- e. A letter of Verification from Authorising person (Sample of letter attached with DSC application form). (आवेदनकर्ता के डिजिटल सिग्नेचर फार्म को अधिकृत करने वाले अधिकारी द्वारा एक पत्र, जिसका प्रारूप संलग्न है).

7. आईडी0 प्रूफ के लिये पैन कार्ड/स्मार्ट कार्ड डी0एल0/पासपोर्ट/**Goverment ID card having signature**/पोस्ट-आफिस आईडी0 कार्ड राजपत्रित अधिकारी/पोस्ट मास्टर सत्यापित छाया प्रति/ बैंक पासबुक (बैंक मैनेजर द्वारा सत्यापित) संलग्न करना अनिवार्य है।  
**(Please refer to instructions point No.6 in the form)**
8. आवेदक (Applicant) का नाम आईडी0 प्रूफ पर इंगित नाम के समान होना चाहिये तथा आवेदन प्रपत्र पर इंगित क्रम उपनाम—पहले स्थान पर, प्रथम नाम—दूसरे स्थान पर तथा मध्य नाम—तीसरे स्थान पर होना चाहिये। **(Kindly write full name only)**
9. पैन कार्ड/ स्मार्ट कार्ड डी0एल0 / पासपोर्ट/ **Goverment ID card having signature**/ स्मार्ट कार्ड डी0एल0/पोस्ट-आफिस आईडी0 कार्ड/ बैंक पासबुक पर जो हस्ताक्षर होंगे वही हस्ताक्षर डिजिटल सिग्नेचर फॉर्म पर भी होना अनिवार्य है। विभागीय आवेदक की विभागीय पद नाम की मोहर हस्ताक्षर के नीचे लगाना अनिवार्य है।
10. आवेदनकर्ता के विभागीय पते के प्रमाण पत्र हेतु टेलीफोन बिल, पानी, बिजली का बिल (पिछले तीन माह का) में से किसी एक की सत्यापित छाया प्रति संलग्न करना अनिवार्य है तथा संलग्न किये गये पते के प्रमाण पत्र में अंकित पता ही डिजिटल सिग्नेचर फार्म में भरा जाना अनिवार्य है। **(Please refer to instructions point No.6 in the form)**
11. फार्म के दूसरे पृष्ठ पर डिजिटल सिग्नेचर फार्म को अधिकृत करने वाले की सूचना एवं हस्ताक्षर /सील (केवल नीली स्याही से) अंकित करना आवश्यक है।
12. डिजिटल सिग्नेचर प्राप्त करने हेतु प्रति डिजिटल सिग्नेचर (वैधता दो वर्ष)
  - रु **1708.00** (अनुमन्य सर्विस टैक्स सहित) शुल्क जो डिमाण्ड ड्राफ्ट/बैंकर्स चेक के माध्यम से यू०पी० इलेक्ट्रानिक्स कारपोरेशन लिमिटेड के नाम लखनऊ पर देय होगा।
13. डिजिटल सिग्नेचर फॉर्म में Correction/Use of Fluid/Over writing नहीं किया जायेगा।

(On letter head of the Government Department / PSU)

To,  
(n)Code Solutions, Division of GNFC Limited,

DATE:

Sub: Applicant Verification as per the CCA Guidelines for the purpose of Digital Signature Certificate issuance

Sir,

Herewith we are enclosing Application forms of \_\_\_\_\_, \_\_\_\_\_ (Names of the Applicants) for Class -2 / 3 - issuance of Digital certificates from (n)Code Solutions. We have gone through the CPS of (n)Code Solutions (available at [www.ncodesolutions.com](http://www.ncodesolutions.com)) and we agree to abide by the same.

As a pre-requisite of the Identity Verification Guidelines by Controller of Certifying Authorities, we hereby certify as below:

1. All the applicants (as per names mentioned above) are working in \_\_\_\_ (Name of Ministry / Govt organization).
2. All the applicants are physically verified by myself.
3. Their individual mobile numbers are active (to be put in DSC) and have been verified by myself.
4. I am enclosing my attested organizational Identity card.

Thanking you,

(Name and designation of the signatory)

Mobile / contact number

Organization Seal

Customer Identification Number : \_\_\_\_\_ (for office use only)

PLEASE TICK ANY ONE

Class2

OR

Class3

Validity 2 Years

OR

Validity 1 Year

Only Signing

OR

Sign & Encrypt



**INSTRUCTIONS**

1. Please fill the form in English only in legible format.
2. For obtaining DSC "In person verification and Video recording of DSC applicant" is mandatory as per CCA - Guidelines.
3. As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 092239 90613, 090163 60370.  
[Customer id :Space[CID NO.]Space[Email:] Space[\_\_\_\_\_]
4. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office address and contact number of the attesting officer should be clearly visible.
5. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
6. OID would be as per our CPS. Please refer to our CPS at [www.ncodesolutions.com/cps.pdf](http://www.ncodesolutions.com/cps.pdf) for more information.
7. In case of keypair been compromised/lost/deleted, please apply for revocation of certificate.
8. USB Crypto token required to download DSC as per CCA guidelines. [www.ncodesolutions.com/PDF/CCA-CRYPTO.pdf](http://www.ncodesolutions.com/PDF/CCA-CRYPTO.pdf)

**1 Applicant Name**

APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM ▶

Surname	First Name	Middlename
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**2 Unique Email ID**

_____
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Affix recent  
passport size  
photograph of the  
applicant

**3 Unique Mobile No.**

_____	_____	_____	_____	_____	_____	_____
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**4 GST Number**

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------

**5 Identity Details of Applicant DOC No.**

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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\*PAN Card or  Driving License  Passport  Govt. ID Card  Postoffice ID Card  Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

I hereby declare that neither PAN nor Aadhaar Number has been issued to me

\*For PAN based DSC, pls provide the PAN Card details and enclose the attested copy of same.

**6 Organization Name**

_____
-------

**7 Organizational Email ID**

_____
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**8 Govt. ID Card Detail  
(Enclose attested copy)**

_____	_____	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------	-------

Department

**9 Office Address**

As per supporting document submitted
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**10 Area / Landmark**

_____	_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------	-------

Town/City/District

State

PIN CODE

**PLEASE NOTE :**

"Section 71 of IT Act ([www.ncodesolutions.com/PDF/ITbill2000.pdf](http://www.ncodesolutions.com/PDF/ITbill2000.pdf)) 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."

**DECLARATION :**

1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS.
3. I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above.

Date :

Place :

Signature of Applicant  
with seal of Organization  
(Blue Ink Only)

Verified by (n)Code Office

Seal & Signature

For RA use only

All Documents, address and physical presence verified by

RA Name, Seal & Signature

Toll Free: 1800-419-4455  
[www.ncodesolutions.com](http://www.ncodesolutions.com)



Customer Identification Number : \_\_\_\_\_ (for office use only)



## Documents Required for Verification

### Attested copy of following for Government Application

- A. Applicant's identity card.
- B. The application for DSC should be forwarded/Certified by the authorized signatory (Competent authority of the Department/ Head of Office / NIC Coordinator).
- C. Copy of identity card of authorised signatory.

**Note :**

- A. For Class 3 certificate, HOD should certify the physical verification of subscriber. with a statement similar to that used for life certificate of pensioners
- B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

**PAYMENT DETAILS**

Date : \_\_\_\_\_ Bank Name : \_\_\_\_\_ DD / Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_

## Authorization Letter

To,

(n)Code Solutions (A Division of GNFC Ltd.)

This to certify that

Mr. / Ms. \_\_\_\_\_ (certificate applicant)

Mobile \_\_\_\_\_ has provided correct information in the application form for issue of Digital Certificate to the best of my knowledge and belief and is working with \_\_\_\_\_ (organization name). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

## DETAILS OF AUTHORISING PERSON

Name		
Designation		Identity
Date	Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place	[Sign :]	]

**(n)Code Offices**

Corporate Office Gandhinagar : 079 - 66743289/311 • dscsales@ncode.in

Delhi

011-26452279/80  
northsales@ncode.in

Bangalore

080-25206622  
southsales@ncode.in

Mumbai

022-22048908  
mumbaisales@ncode.in

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Toll Free: 1800-419-4455  
www.ncodesolutions.com

Customer Identification Number : \_\_\_\_\_ (for office use only)



## Basic FAQs for Digital Signature Certificate (DSC) as per India IT Act

### 1. What is Digital Signature Certificate (DSC)

**Ans :** Digital signatures are electronically generated and can be used to ensure the integrity and authenticity of some data and protect against non-repudiation. It is a form of an electronic credential on the Internet. After the enactment of Information Technology Act 2000 in India, Digital Signatures are legally valid in India. It is commonly abbreviated as DSC.

### 2. What are different classes of DSC?

**Ans :** There are four classes of DSCs, a Certifying Authority can issue. These are :

- I. Class 1 : It is generally used for email exchanges. However this is the least popular in India.
- II. Class 2: These certificates are issued for both business personnel and private individuals use. These certificates are majorly used for low risk transactions, eg: Income Tax efiling & MCA-21.
- III. Class 3 : This certificate will be issued to individuals as well as organizations. These certificates are majorly used for eTendering and IRCTC eTicketing.
- IV. Special Purpose Certificate : Secure Socket Layer (SSL) and Document Signer Certificate are special purpose certificates used for Website (HTTPS) and bulk signing at the server respectively.

[ There is separate DSC issued for Signing and Encryption in case of Class 2 & Class 3 Organizations DSC ]

### 3. What is the validity of DSC available

**Ans :** A DSC can be issued upto three year validity while (n)Code issues upto 2 yr validity. The difference is in the commercials. 2 yr DSC is marginally higher than 1 yr DSC.

### 4. What is the difference between Only Sign and Sign + Encrypt Certificate?

**Ans :** Class 2 and Class 3 comes into two categories - Only Sign and Sign + Encrypt.

- I. With Only Sign Certificate, one can Sign the data to ensure the Data integrity and non-repudiation. Such types of certificates are majorly used for Income Tax eFiling, MCA-21, DGFT, eTicketing, etc.
- II. With Sign + Encrypt, apart from Signing, one can also Encrypt the data into a system algorithm to protect it from the unauthorized access of data. These are majorly used for eTendering.

### 5. Who decides what Class and Type of DSC I require?

**Ans :** It is decided by the Application owner (like Govt. website, eTendering portal, MCA-21 website, Income tax portal, etc) i.e Application, where you intend to use the DSC. For example, if you plan to use the DSC at MCA-21 Website, MCA-21 decides what class and type of certificate you have to be procured from a Certifying Authority like us in India.

### 6. What is OID?

**Ans :** OID stand for Object Identifier, OID is used to differentiate one class of certificates from another as per CCA IOG Guidelines and also indicate which CA has used the DSC and helps software applications to easily validate DSC.

### 7. What is CPS?

**Ans :** CPS stand for Certification Practice Statement. It is basically a detailed statement of the DSC issuance practices and operational procedures to issue a DSC to the subscriber. Every Certifying Authority will have different CPS. Our CPS is available at our website – <https://www.ncodesolutions.com/PDF/CPS-Ver-5.2.pdf>

### 8. What is Subscriber Agreement?

**Ans :** A Subscriber Agreement is an agreement between Subscriber and (n)Code Solutions CA stating that, subscriber is solely responsible for the protection of the Private key in Crypto Token and ensuring functionality of his/her key pair. Subscriber also agrees that all the information provided to (n)Code is correct. (n)Code Solutions CA will not be responsible for any legal disputes arising due to misrepresentation on the part of subscriber. The subscriber agreement is available at our website <https://www.ncodesolutions.com/repository/Subscriber-Agreement.pdf>.

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Toll Free: 1800-419-4455  
[www.ncodesolutions.com](http://www.ncodesolutions.com)



Customer Identification Number : \_\_\_\_\_ (for office use only)



## Basic FAQs for Digital Signature Certificate (DSC) as per India IT Act

### 9. What is Revocation and how can I Revoke my DSC?

**Ans :** A DSC can be revoked under circumstances like

- i) Users suspect compromise of certificate private key.
- ii) Change of personal data.
- iii) Change of relationship with the organization.

To revoke your DSC, download the revocation form available at our website <https://www.ncodesolutions.com/faq-005.asp#02>

i) Raise the revocation request by sending mail to [revoke@ncode.in](mailto:revoke@ncode.in) from the registered email ID while buying DSC. (n)Code can ask for more information in case of any doubt before DSC gets Revoked.

ii) The subscriber can submit filled & signed revocation form along with id proof to nearest (n)Code office.

### 10. What is a USB Token?

**Ans :** The X.509 Certificate Policy for India PKI mandates that the private key of the DSC of the subscriber should be stored only in a Cryptographic token ( which resembles a pen drive). There are four major makes of USB Token available - ePass, mToken, Alladin and Proxkey as of now. USB Token is must to obtain a DSC.

Pls refer to <http://www.cca.gov.in/cca/sites/default/files/files/Guidelines/CCA-CRYPTO.pdf> for CCA Crypto guidelines.

### 11. IT ACT and Amendment (for reference)

- i) IT ACT 2000 : <http://meity.gov.in/writereaddata/files/itbill2000.pdf>
- ii) IT (Amendment) Act 2008 : [http://meity.gov.in/writereaddata/files/it\\_amendment\\_act2008%20%281%29\\_0.pdf](http://meity.gov.in/writereaddata/files/it_amendment_act2008%20%281%29_0.pdf)
- iii) Other details can be accessed at web-site managed by CCA office. [www.cca.gov.in](http://www.cca.gov.in)

### 12. Grievance redressal or Feedback Sharing

**Ans :** At (n)Code we truly believe in providing best in class services to our customers. We aim to understand both our strengths and shortcomings from our customer's point of view and work across to meet their needs. If you are not satisfied with the service received or you have a feedback to share w.r.t to the services availed, you can draw our attention either by calling us at our toll free no. 1800 - 419 - 4455 or by writing to us at [customersupport@ncode.in](mailto:customersupport@ncode.in). We will immediately take necessary action.

### 13. DSC Issuance Process - Activities

Sr. Activity	Who will Perform
1. Submission of the Application form along with required Supporting Docs and Payment for specific Class of DSC	Subscriber
2. Doc Verification	(n)Code
3. Registration in system as per the Application received	(n)Code
4. eMail Verification	Subscriber
5. Tele Verification	Subscriber
6. Upload latest Video of the Subscriber	Subscriber
7. Issuance of Auth/Reference Code on the registered Mobile of the Subscriber	(n)Code
8. Download DSC using the Auth/Reference Code from (n)Code website (or link received by mail)	Subscriber
9. Issuance of Invoice and sending it to registered email ID of the Subscriber	(n)Code

#### Please Note:

1. The above steps are integrated with one another. Hence any delay in one step will lead to overall delay in DSC Issuance.
2. The above steps are subject to Payment realization.
3. The DSC will be downloaded in the select USB Crypto Token only - ePass, mToken, Alladin, Proxkey.
4. Process is subject to change without Notice as per IT Act/Aadhaar Act/(n)Code Solutions process.

For latest updates you may visit us at <https://www.ncodesolutions.com/basic-faqs.asp>



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[www.ncodesolutions.com](http://www.ncodesolutions.com)

