

**STEPS FOR
e-SIGN
PROCEDURE -:**

Pre-requisites

User has to fulfill the following pre-requisites for integration of eSign with eFile.

Aadhar No. should be mapped in the EMD.

Mobile number should be linked with the Aadhar no. In case mobile number is not linked, user will not receive the OTP.

Process for using eSign in Notings and Drafts

eSigning of Notings:

Provision for eSigning of the files is provided in the application.

User can click the **eSign and Send** button, as a result, Consent form will be displayed as follows:

The screenshot shows the 'Send' application window. At the top, there is a table with columns: File Number, Subject, and Note(Characters). The first row contains a checked checkbox, a file path 'B/11/11/0008/2016-O/o of HS(MHA)', the subject 'chk for adv search', and '0'. Below the table, there is a note: 'Note : Bulk signing maximum allowed characters- 1000000' and 'Total(Including formatted characters) :0'. There are radio buttons for 'Internal' (selected) and 'External'. Below that are fields for 'To', 'Set Due Date' (with a calendar icon), 'Action' (set to 'Forward'), and 'Priority' (set to 'Choose one'). A 'Remarks' field is also present with a character count 'Total 1000 | 1000 characters left.'. At the bottom, there are two buttons: 'Send' and 'eSign and Send', with the latter highlighted by a red rectangular box.

User will click the **OK** button to continue the eSigning process.

The screenshot shows the 'Send' application window with a 'Confirmation' dialog box overlaid. The dialog box has a title bar 'Confirmation' and a sub-title 'Consent for Authentication'. It contains a paragraph of text: 'I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of carrying out the pre-production integration of ASP application from <<Name of ASP>> for the purpose of <<Purpose of ASP application >> with e-Hastakshar (C-DAC's eSign Service) during <<Start Date>> and <<End Date" >>. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for integration purposes and for no other purposes. I understand that C-DAC shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication. I also understand that subsequent to the completion of integration, ASP shall not use my Aadhaar ID for integration with C-DAC ESP.' Below the text are 'OK' and 'Cancel' buttons. The background 'Send' window is partially visible, showing the same fields as in the previous screenshot.

As a result, eSigning pop up for entering the One Time Password (OTP) will be displayed. Enter the OTP received on the registered mobile number for Aadhar ID and click the GO button.

File Number	Subject	Note(Char)
<input checked="" type="checkbox"/> B/11/11/0008/2016-O/o of HS(MHA)	chk for adv search	0

Note : Bulk signing maximum allowed characters- 1000000

Internal External

To: eMail SMS

Set Due Date:

Action:

Priority:

Total 1000 | 1000 characters left.

Remarks:

eSigning

Enter OTP:

Note:

OTP will be received in the mobile number registered for Aadhar.

As a result, the file gets eSigned (highlighted in red rectangle) as follows:

Computer No: 127983 File No: FCS-23019(13)/1/2016-CMO(TAPAL)-CM Office Subject: Food and Health Ministry

Noting | Correspondence | Draft | References | Link | Details | Movements | Edit | Reply | Send | Attachment | More

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Note # 1

Congress -led protests over imposition of President's rule in **Uttarakhand** today led to wastage of the second consecutive day of **Rajya Sabha** which saw repeated adjournments and early termination of the day's proceedings.

As the Upper House met for the day, five new members including **Sukhdev Singh Dhindsa** , **Swapan Dasgupta** and **Subramanian Swamy** , Olympic medalist boxer **M C Mary Kom** and **Narendra Jadhav** , member of erstwhile National Advisory Council (NAC) took oath. **Prime Minister Narendra Modi** , who was present, greeted them.

However soon after the oath, Congress members trooped into the Well of the House and shouted slogans, after government rejected their demand for a discussion on a motion on dismissal of the **Harish Rawat** led government in **Uttarakhand** .

27/04/2016 12:10 PM

Sign

KAILASH M BADHAN
(UNDER SECRETARY)

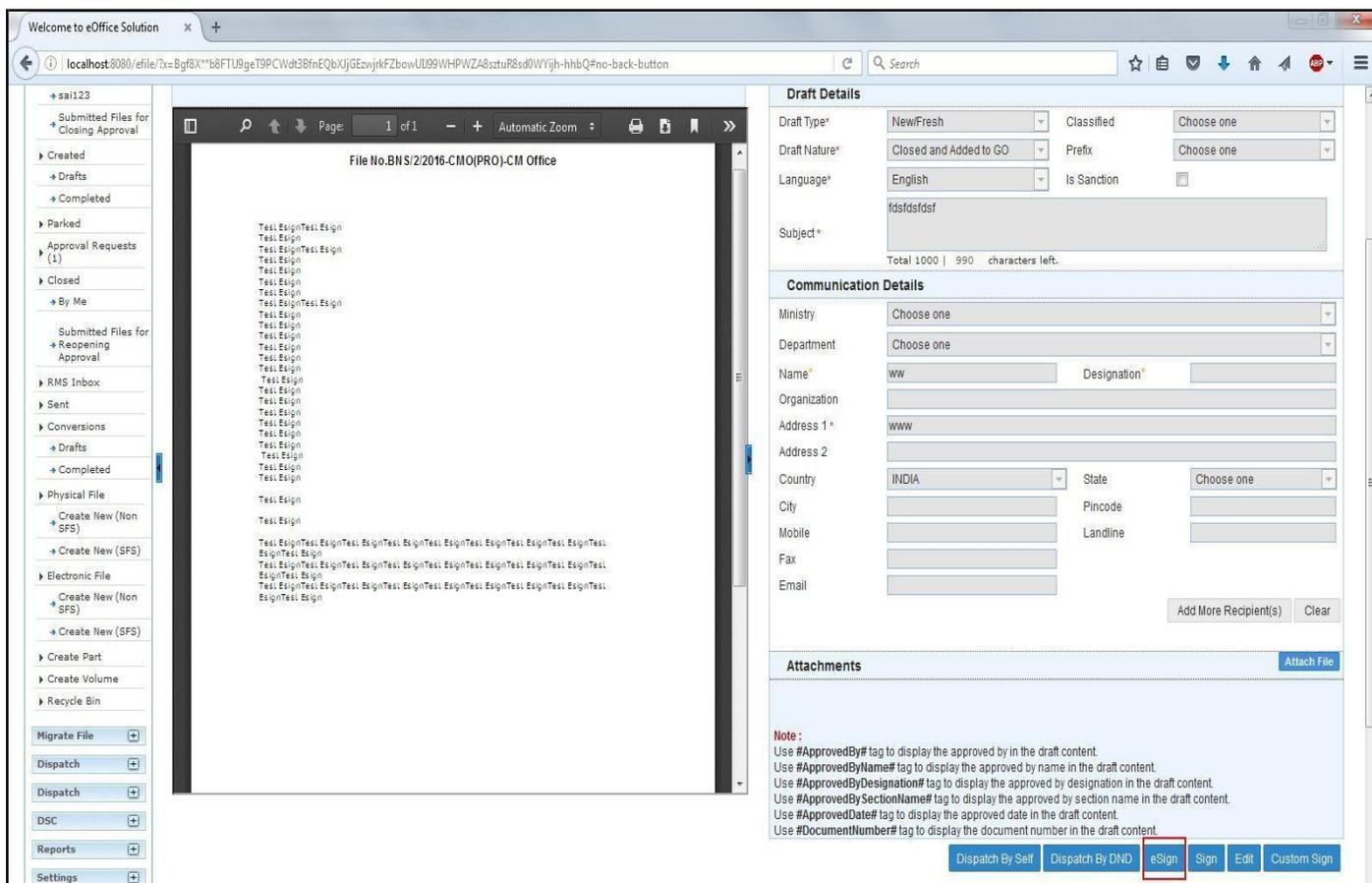
eSigning of Drafts:

Provision for eSigning of the DFA is provided in the application.

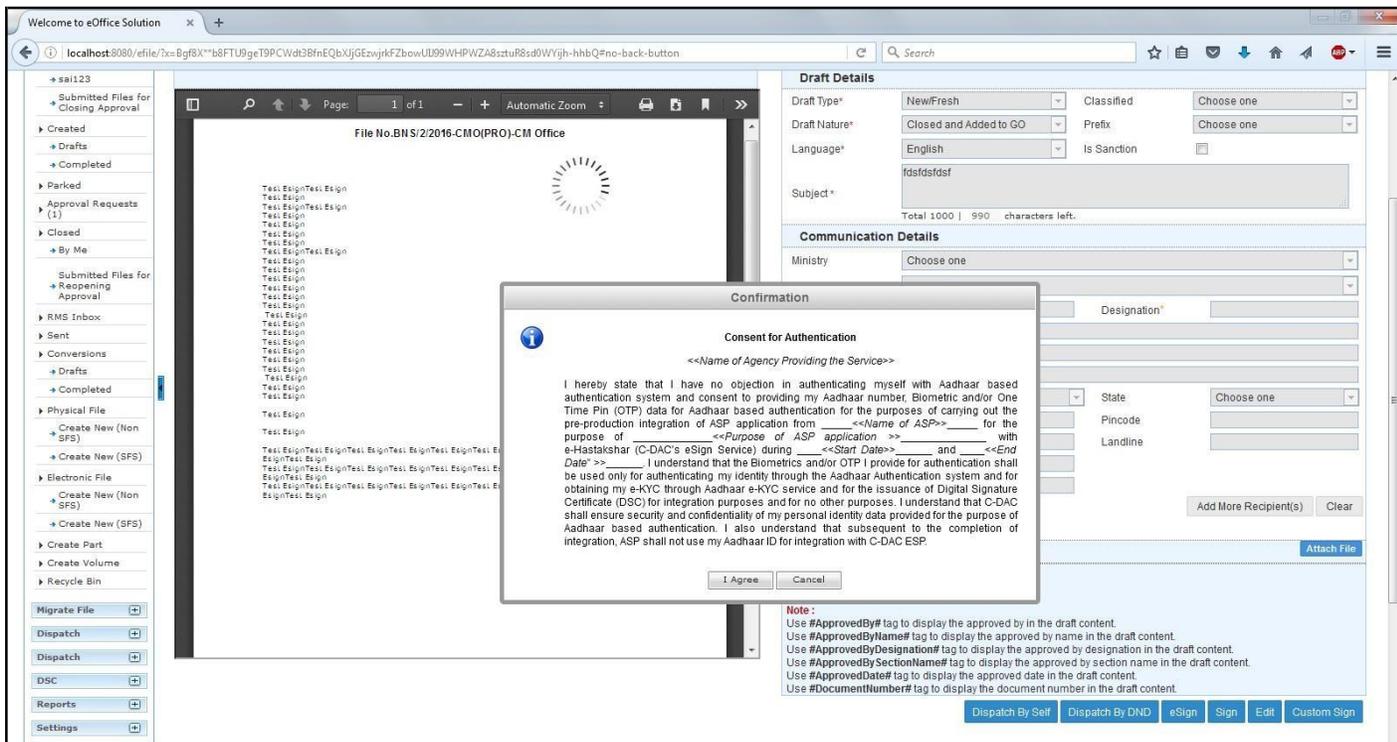
Default eSigning of DFA:

User can sign the draft by performing the following steps:

- Create and approve the draft by following the draft creation and approval process. As a result, the draft gets approved as shown below:

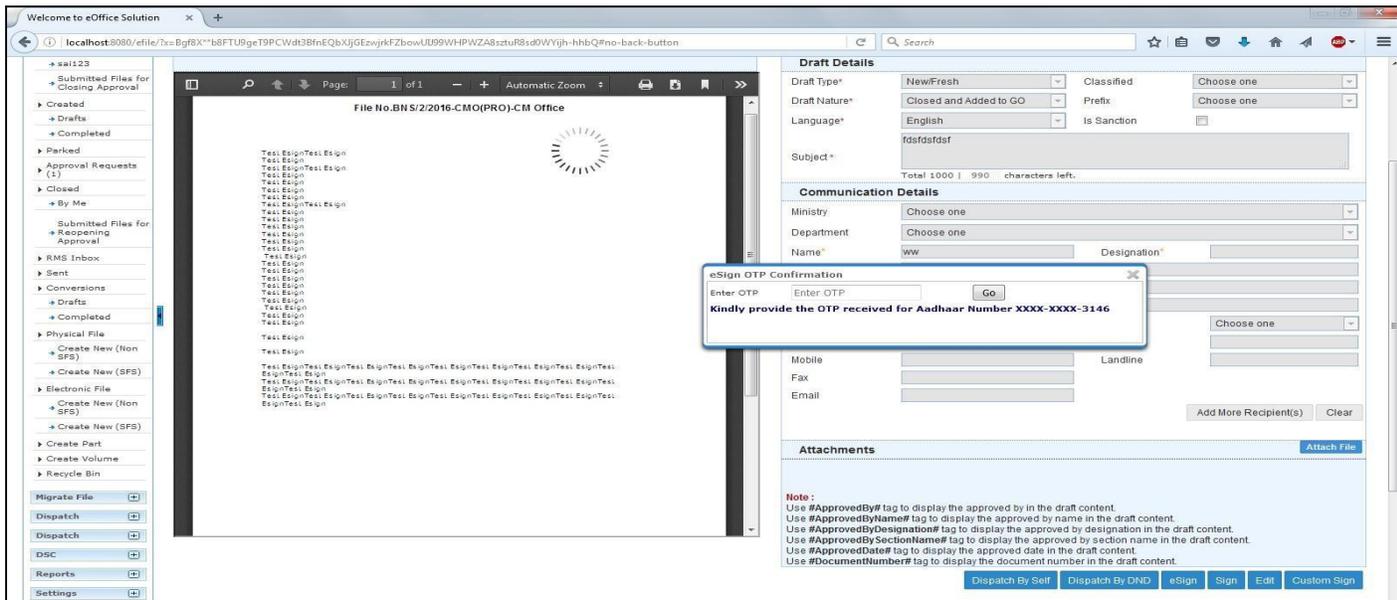


- Click the **eSign** button to facilitate the eSigning process (Fig. above). As a result, Consent form will be displayed as shown below:



2 User will click the **I Agree** button to continue the eSigning process. If required, user can cancel the eSigning process by clicking the **Cancel** button.

As a result, eSigning pop up for entering the **One Time Password (OTP)** will be displayed as shown below:

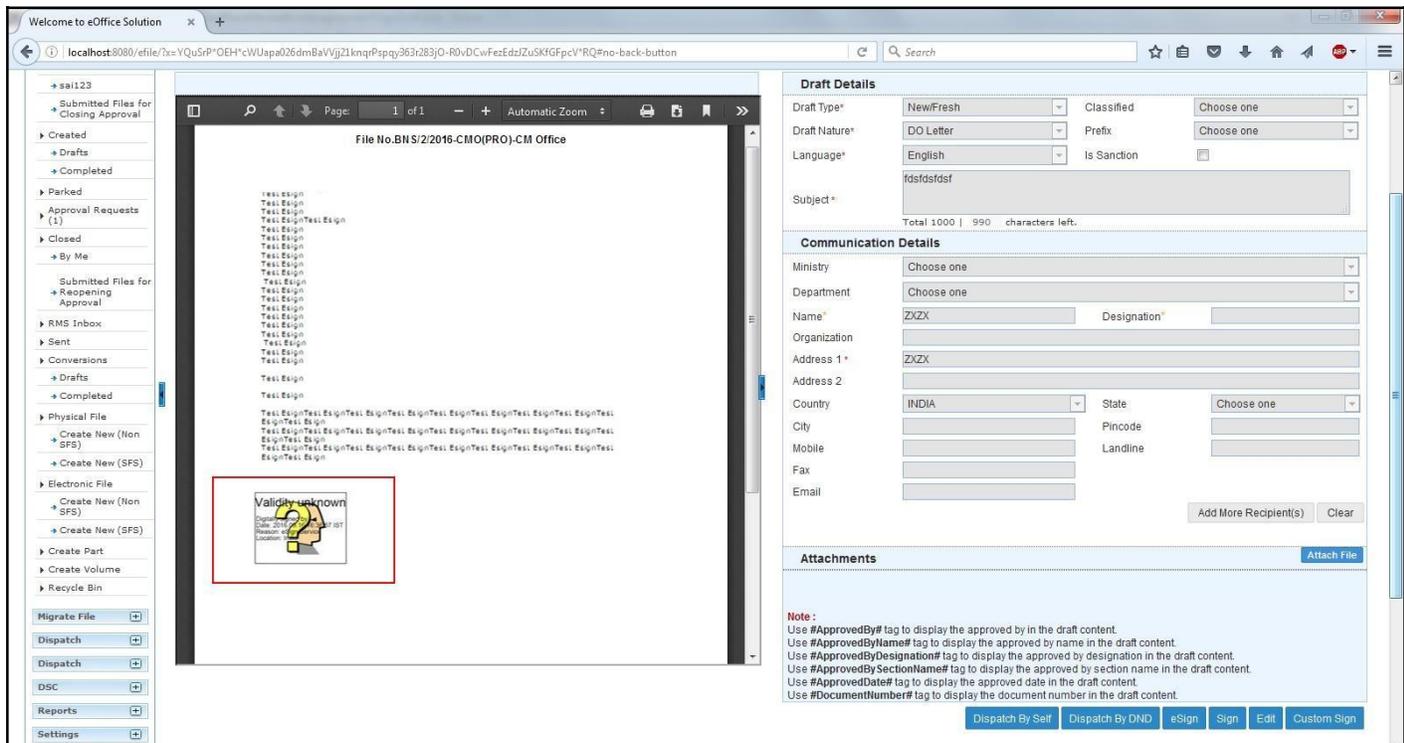


Enter the OTP received on the registered mobile number for Aadhar ID and click the **GO** button (fig above).

Note:

OTP will be received in the mobile number registered for Aadhar.

As a result, the drafts get eSigned (**highlighted in red rectangle**) as shown below:



Custom eSigning of DFA:

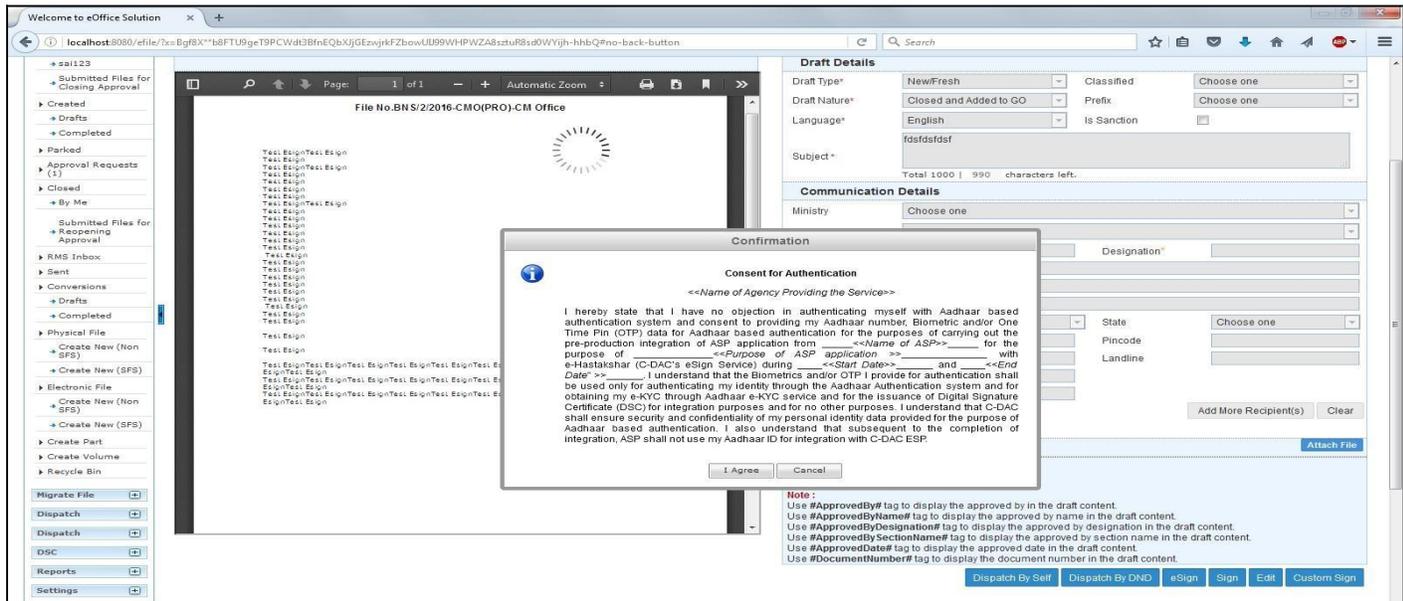
Provision for eSigning of Draft at customized/desired position is provided in the application. User will have the provision to select the desired location in the draft document to eSign.

- Create and approve the draft using the draft creation process. As a result, draft dispatch and sign screens will be displayed as follows:

The screenshot displays the eOffice Solution web application interface. On the left, a navigation menu lists various actions like 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests (1)', 'Closed', 'By Me', 'Submitted Files for Reopening Approval', 'RMS Inbox', 'Sent', 'Conversions', 'Drafts', 'Completed', 'Physical File', 'Create New (Non SFS)', 'Create New (SFS)', 'Electronic File', 'Create New (Non SFS)', 'Create New (SFS)', 'Create Part', 'Create Volume', 'Recycle Bin', 'Migrate File', 'Dispatch', 'DSC', 'Reports', and 'Settings'. The main content area shows a draft document titled 'File No. BNS/2/2016-CMO(PRO)-CM Office' with placeholder text 'Test: Custom Sign'. On the right, the 'Draft Details' section includes fields for Draft Type (New/Fresh), Draft Nature (DO Letter), Language (English), and Subject (fdsfsdfs). Below this is the 'Communication Details' section with fields for Ministry, Department, Name (ZZX), Designation, Organization, Address 1 (ZZX), Address 2, Country (INDIA), State, City, Mobile, Fax, and Email. At the bottom right, there are buttons for 'Dispatch By Self', 'Dispatch By DND', 'eSign', 'Sign', 'Edit', and 'Custom Sign' (highlighted with a red box). A 'Note' section provides instructions on using tags like #ApprovedBy#, #ApprovedByName#, #ApprovedByDesignation#, #ApprovedBySectionName#, #ApprovedDate#, and #DocumentNumber# in the draft content.

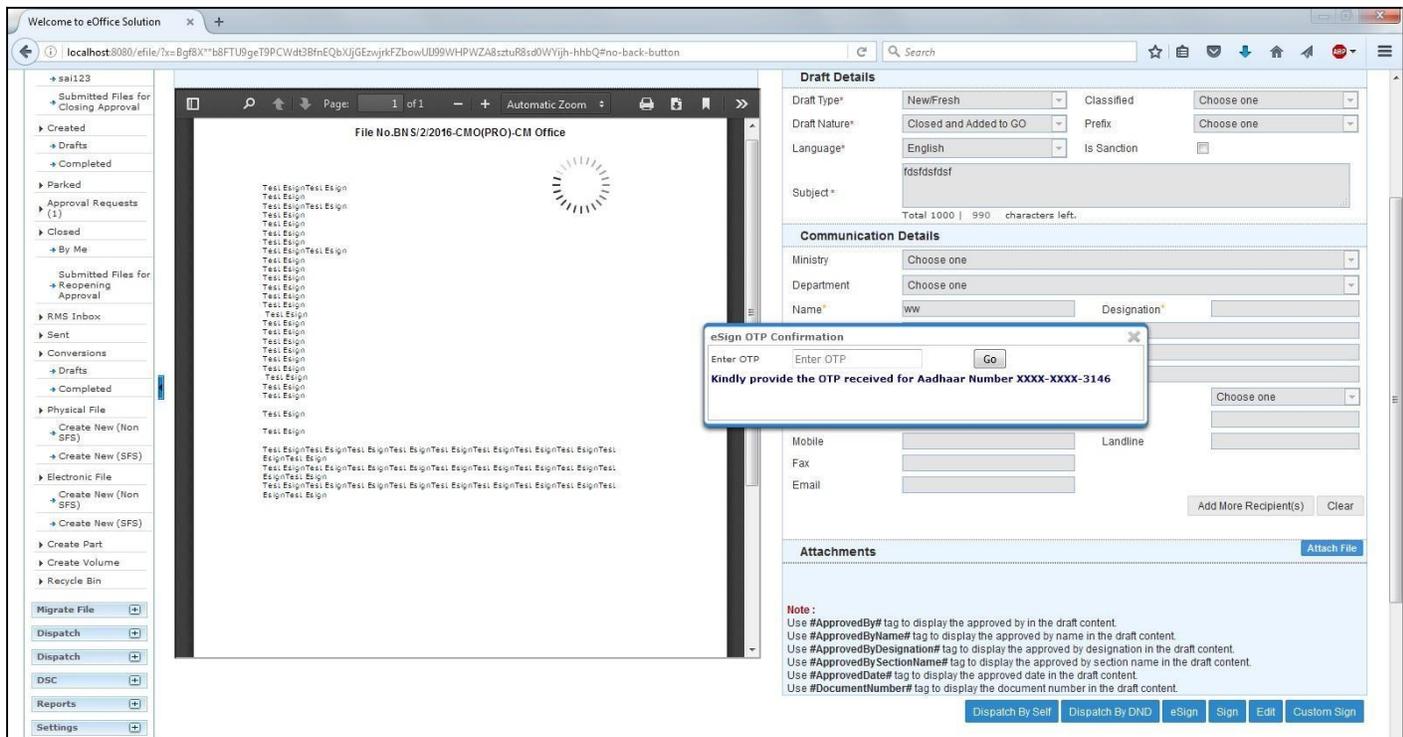
- Click the **Custom Sign** button to sign the draft at desired position. As a result, **Custom Sign** modal window gets displayed with the provision to select the page number and desired position on the selected page to sign the draft as follows:

As a result, Consent form will be displayed as shown below:



User will click the **I Agree** button to continue the eSigning process. If required, user can cancel the eSigning process by clicking the **Cancel** button.

As a result, eSigning pop up for entering the One Time Password (OTP) will be displayed as shown below:



Enter the OTP received on the registered mobile number for Aadhar ID and click the **GO** button (fig above).

Note:

OTP will be received in the mobile number registered for Aadhar.

As a result, the draft gets eSigned (**highlighted in red rectangle**) at the desired (custom) position as shown below:

The screenshot displays the eOffice Solution web interface. On the left is a sidebar with navigation options like 'Submitted Files for Closing Approval', 'Created', 'Drafts', 'Completed', 'Parked', 'Approval Requests (1)', 'Closed', 'By Me', 'Submitted Files for Reopening Approval', 'RMS Inbox', 'Conversions', 'Physical File', 'Electronic File', 'Create Part', 'Create Volume', 'Recycle Bin', 'Migrate File', 'Dispatch', 'DSC', and 'Reports'. The main area shows a document titled 'File No.BNS/2/2016-CMO(PRO)-CM Office' with multiple instances of 'Test Custom Sign'. A red box highlights a 'Validity unknown' error message. The right-hand panel contains 'Draft Details' (Draft Type, Draft Nature, Language, Subject) and 'Communication Details' (Ministry, Department, Name, Designation, Address, Country, State, City, Pincode, Mobile, Fax, Email). At the bottom, there are buttons for 'Dispatch By Self', 'Dispatch By DND', 'eSign', 'Sign', 'Edit', and 'Custom Sign'.

THANKYOU