



E- SIGN USER MANUAL

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Document Control Sheet

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Courtesy

CDAC: The Centre for Development of Advanced Computing

UIDAI: Unique Identification Authority of India

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List of Abbreviations

1. CTS- Core Treasury System
2. DDO- Drawing and Disbursing Officer
3. EMP- Employee
4. GOV- Government
5. IFMS- Integrated Finance Management System
6. LPC- Last Pay Certificate
7. MOB- Mobile
8. OTP- One Time Password
9. PDF- Portable Document Format
10. PPO- Pension Pay Order
11. UIDAIS- The Unique Identification Authority of India
12. UK- Uttarakhand
13. URL- Uniform Resource Locator
14. VID- Virtual ID

1. Introduction

An electronic signature, or e-signature, refers to data in electronic form, which is logically associated with other data in electronic form and which is used by the signatory to sign. This type of signature provides the same legal standing as a handwritten signature as long as it adheres to the requirements of the specific regulation under which it was created. E-Sign is an online electronic signature service that can facilitate an Aadhaar holder to digitally sign a document. An Aadhaar holder can now sign a document after Biometric/One Time Password authentication thus requiring no paper-based application form or documents. The User Manual contains all essential information for the users so that they can make full use of the IFMS software. This manual includes a description of the module functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for module access and use. For better understanding of the users, graphics has been used wherever possible in this manual.

1.1 Purpose of this document

This document is a generic user guide document for using E- Sign and has all the details regarding E-Sign which is helpful for employees. This document expresses all the working of the module in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the software.

1.2 Scope

This user manual is intended to be used by all the treasuries of Uttarakhand. Separate user manuals have been/are being prepared for other aspects of IFMS software. This user manual is intended to be used by treasury staff.

1.3 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e. Monday to Saturday) and between 10 PM to 6 PM during holidays.

2. Overview of E- Sign

An electronic signature is intended to provide a secure and accurate identification method for the signatory to provide a seamless transaction. An eSignature means you can sign your document without printing, scanning, or faxing. Just open the document and drop your signature. Then, continue further process. It is easier, faster, and less expensive than signing with a pen. Today, you can sign with a digital signature from government documents. All you need is an internet-connected device. Then, no matter where you are, you can return a document in minutes.

1. The signatory can be uniquely identified and linked to the signature

2. The signatory must have sole control of the private key that was used to create the electronic signature
3. The signature must be capable of identifying if its accompanying data has been tampered with after the message was signed
4. In the event that the accompanying data has been changed, the signature must be invalidated

Features of E-Sign

- Easy and secure way to digitally sign document anywhere, anytime
- Facilitates legally valid signatures
- Flexible and easy to implement
- Privacy of the signer is maintained
- Secure online service is used
- Immediate destruction of keys after usage

Benefits of E-Sign

- Promotes paperless environment
- No hassles of key storage and key protection concerns
- User Convenience
- Integrity with complete Audit trail
- Saves cost and time

3. Instructions

3.1 General instructions

Core Treasury System is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the Core Treasury System:

1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/
3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

3.2 User id and Password

To work on Core Treasury System software the user needs to have an active user id and password. User id, in software, is employee code/mobile number/Aadhar number of the employee. User needs to change his/her default password after login. Password gets expired every 3 months; therefore, to protect his account user is advised to change his/her password regularly. In case the employee forgets his password then he/she may reset it using forgot

password link provided on the home page of the software. To reset the password, user must know his/her employee code and mobile number. In case user has forgotten his/her mobile number or employee code then he/she must contact his DDO to get it. DDOs have been given access to their employee's data in employee master. The password gets locked after 5 unsuccessful attempts. In such cases user should contact finance data center with application with their signature and corresponding id proof for resetting the password.

3.3 Single Sign On

CTS provide single sign on facility which means any treasury employee of Government of Uttarakhand may login using his/her employee code and all his/her roles gets reflected on his dashboard. He/ She do not require a new id, in case of change in his/her role.

3.4 Automatic handling of change of role and place

Transfers and promotions are routine in Government organizations, therefore to make the working on software smooth, all the roles of the employees have been mapped with user's user ids. On transfer LPC is issued, once the LPC is accepted in new department, treasury officers need to contact Finance Data Center for making changes in their roles.

3.5 Cyber Security

CTS is a web-based application hence exposed to Phishing/Vishing and other kind of cyber threats. Therefore, users are advised to use good antivirus software in their PC and never share their password over the email, WhatsApp, sms or over the phone. User is solely responsible for misuse of their user id's and password.

4. Description and Steps

4.1. How to access the CTS Software

CTS software can be accessed by using URL <http://10.66.21.153/> . Any internet browser (i.e. Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher.

4.2 Logging-onto the Web Application

To log-in, user needs to enter the Login id, password and click on the "Login" button. The login ID and password will be provided to the users by the Finance Data Centre.

4.3 Components of E-Sign

In IFMS E-sign can be done using two methods one using OTP based Aadhar authentication and other one using Morpho Sensor RD Service (biometric enabled). Thus, in this manual we will learn working of both the methods individually.

E-Sign module using OTP based Aadhar authentication has following 3 components:

- 1. Create Virtual ID:** For E-signing the document using OPT based Aadhar authentication it is mandatory for user to have virtual id which is 16-digit random number, which together with biometrics of the user gives limited details such as name, address and photograph - enough for any verification.
- 2. E-Sign Document:** Once the user has virtual id, he/she can e-sign the document.
- 3. Validate Signature:** When you have received a signed document, you may want to validate its signature(s) to verify the signer and the signed content.

E-Sign module using Morpho Sensor RD Service (biometric enabled) has following 3 components:

- 1. Installation of RD services:** For E-signing the document using Morpho Sensor RD Service (biometric enabled) it is mandatory for user to have Morpho sensor device and installed RD services in his/her system.
- 2. E-Sign Document:** Once the user has installed RD services in his/her system, he/she can e-sign the document.
- 3. Validate Signature:** When you have received a signed document, you may want to validate its signature(s) to verify the signer and the signed content.

4.4.1 OTP based Authentication

Let us learn how the treasury officers can E-Sign the document:

Execution steps for E-sign: Create virtual ID → E-sign the document → Validate Signature

4.4.1.1 Virtual Id **What is Virtual ID?**

VID is a temporary, revocable 16-digit random number mapped with the Aadhaar number which together with biometrics of the user gives limited details such as name, address and photograph - enough for any verification. VID can be used in lieu of Aadhaar number whenever authentication or e-KYC services are performed. Authentication may be performed using VID in a manner similar to using Aadhaar number. It is not possible to derive Aadhaar number from VID.

How to generate Virtual ID?

Presently, VID generation facility is available on UIDAI's resident portal. Below is step by step guide for generating virtual id

1. Go to <https://resident.uidai.gov.in/vid-generation>. User is directed to the home that is attached below,

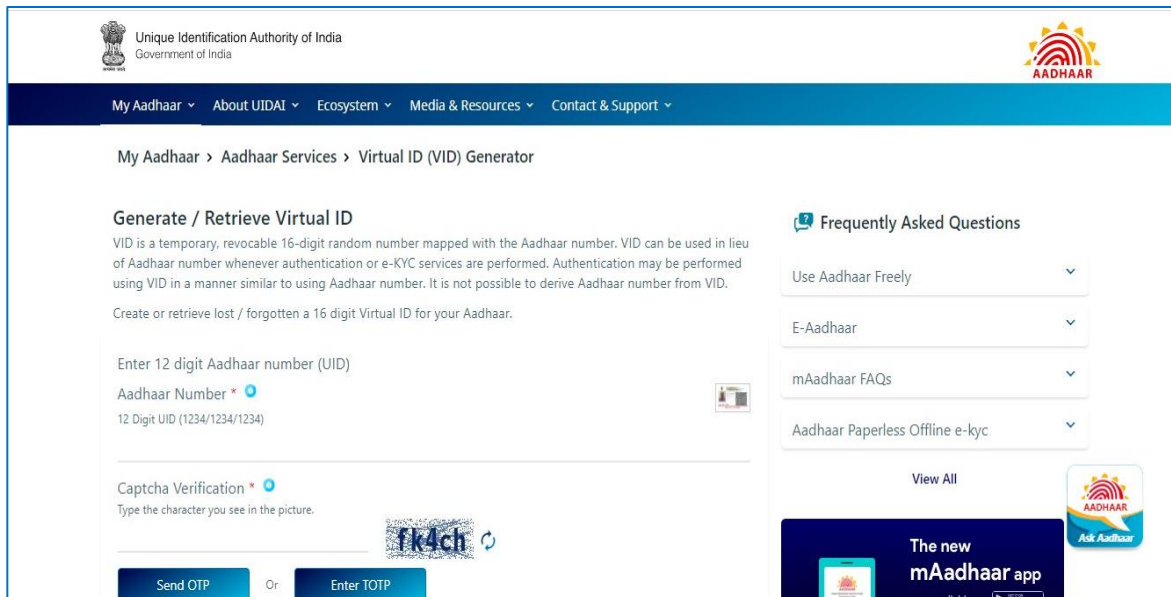


Fig-01

2. Enter Aadhaar Number & Security Code Instructions in the home page that is attached above **Fig-01** to create Virtual ID. Further click on Send OTP button provided on the screen as shown in the image below;

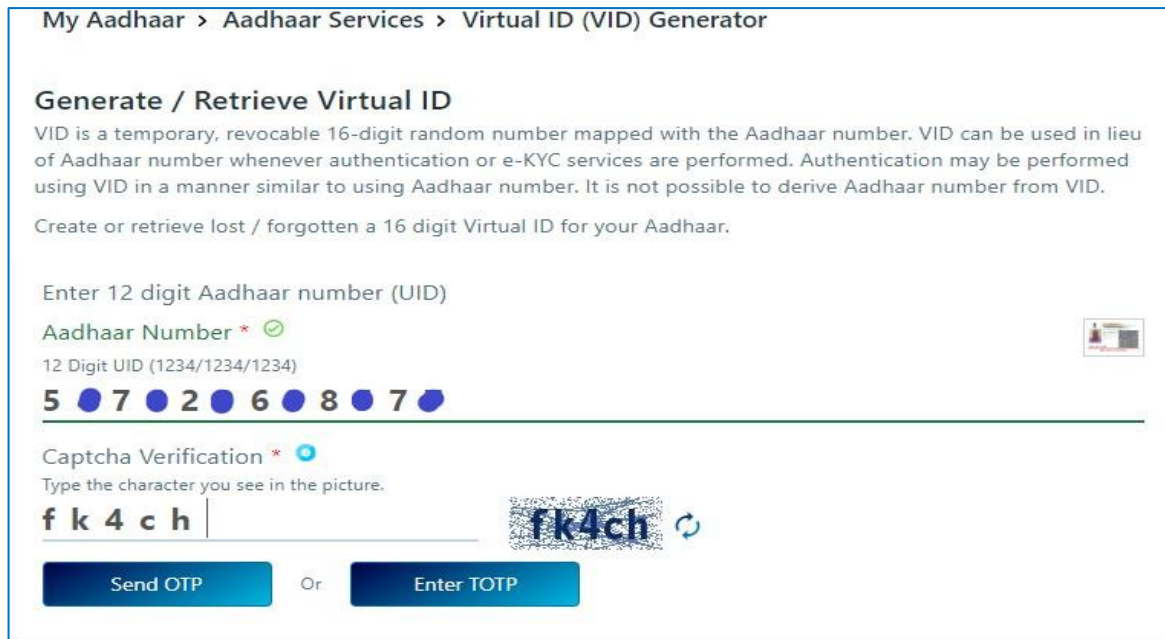


Fig-02

3. Further on the drop down few fields will add up for entering OTP. Enter the OTP received on registered mobile number, select Generate VID & Click on Submit as shown in the image below;

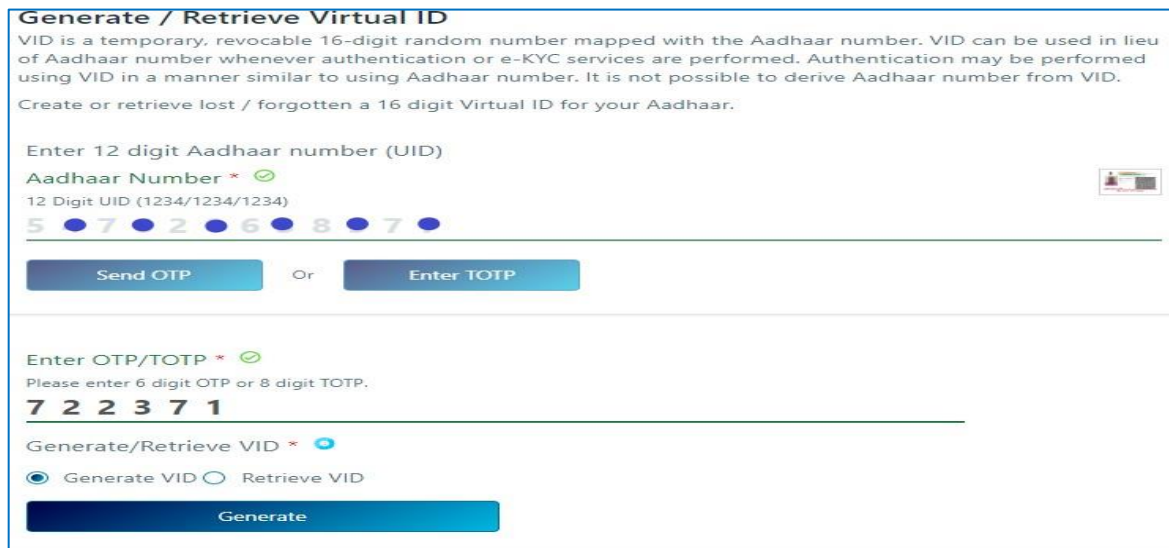


Fig-03

4. VID will be generated upon successful OTP verification & will be sent on mobile number registered with Aadhaar.

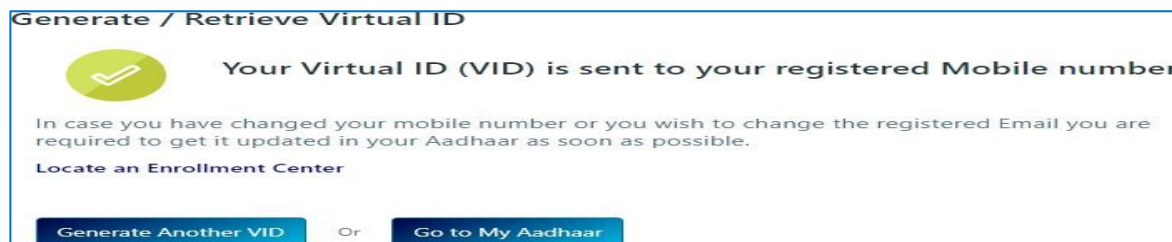


Fig-04

4.4.1.2 E-Sign

Taking two examples of e-signing account submission and PPO approval at treasury level, we will discuss both the process separately.

Example 1: E-signing account submission document.

Note: For E-signing the account submission document at officer level it is mandatory to approve account by other two levels i.e., operator and supervisor otherwise the option of E-signing will not appear at officer levels.

- Initial step is to generate reports at operator level (account→ payments/ receipt→ select reports individually→ select time period→ generate report)

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- Second step is account submission at operator and supervisor end (account→ account submission→ select financial year and batch id i.e. the month of which the account is to be submitted→ approve)
1. At the officer level user is given the power to e-sign the document. On clicking account submission tab user is directed to the page shown below, page contains various options like E-sign, view E-sign logs, view document as can be seen.

Accounts Submission								
Financial Year :		2020-21		Batch ID :		Month : Jun-2020 Status : PENDING WITH TO OFFICER		
Sl.No.	Report Name	Account Type	Report Status	Last Processed By	Last Processed On	E-Sign	View Document	View Log
1.	Ka-Kha Report	P	Report processed, awaiting E-Signing	61007	24-07-2020 19:01:56	E-Sign Document	View Document	View E-Sign Logs
2.	Schedule Total	P	Report processed, awaiting E-Signing	61007	24-07-2020 19:04:31	E-Sign Document	View Document	View E-Sign Logs
3.	GPF Withdrawal/Advance Bills	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
4.	List of Payments	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
5.	LOP Enclosure III	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
6.	Paid Cheque	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
7.	GA Report	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
8.	Schedule Total	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
9.	Loan Schedule	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
10.	Cash Account	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
11.	Headwise GPF Oth. Class IV	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
12.	GPF Cash Deposit	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
13.	7510 Account Head Wise	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
14.	B009 - GPF Headwise Receipt	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
15.	B011 - GIS Headwise Receipt	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
16.	GPF Schedule	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
17.	GPS Schedule - AIS	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs

Action : Remarks :

Fig-05

2. On clicking E-Sign button user is directed to next page where user has to enter employee code fill in all the required fields, select OTP or biometric, like we have opted OTP as can be seen in the image below, click on the declaration and finally after filling all the fields click on proceed button provided at the bottom of the page as can be seen.

Digitally Sign Documents - eHastakshar

Employee Code :	<input type="text" value="61007"/>	Employee Name :	<input type="text" value="Mr Shiv Lal Shah"/>
Treasury :	<input type="text" value="Cyber"/>	Batch ID/Transaction ID :	<input type="text" value="ACS:1200:MON:202006:0001:1"/>

Authentication Mode : OTP Biometric

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the 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 only for the purpose of e-signing.

Note : You will be redirected to an external URL for aadhaar authentication.

Fig-06

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3. On clicking proceed button user is directed to next page that is attached below, here user has to enter his/her virtual id.

Note: for E-signing the document user must have virtual id, generation of which is discussed in point number 4.4.1.1 Virtual Id. Also, if one has not generated virtual id from before user has been given the link to generate virtual here itself under the button named get virtual id.

User has to enter the id that is generated like we have entered as can be seen. After entering VID click on get OTP button.

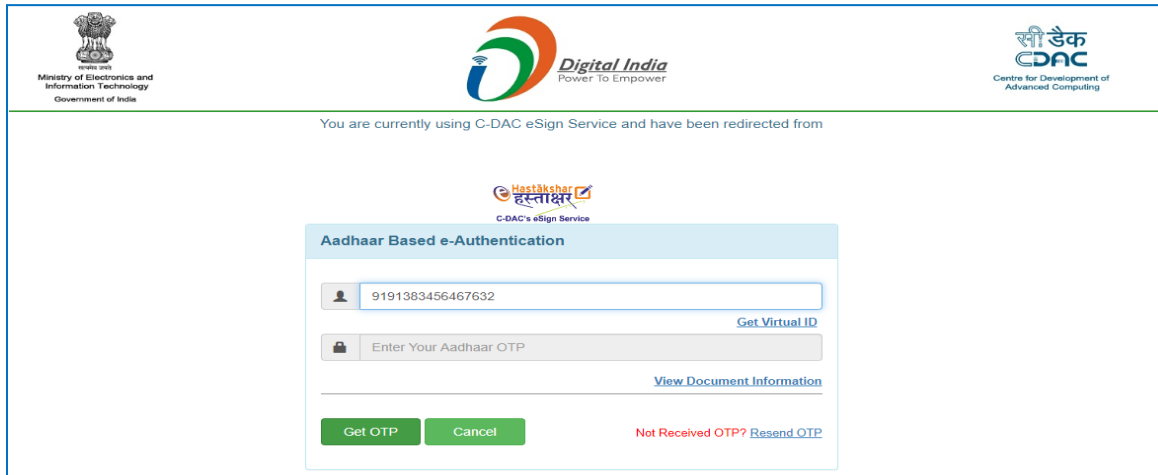


Fig-07

4. On clicking get OTP button user will receive OTP in his/ her registered mobile number. Enter the OTP received in the provided column, click on the declaration and finally click on the submit button provided on the bottom of the page.

Note: At times user might not receive OTP on due time might be because of network issue for that purpose user is provided with resend OTP button on the screen.

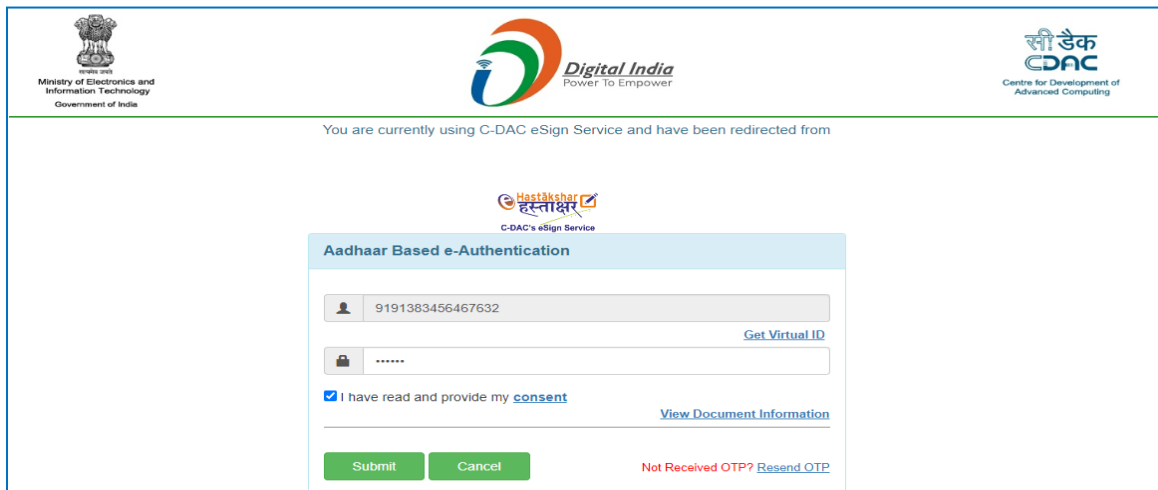


Fig-08

E- Sign User Manual

- After clicking on submit button we can see that the status of report in account submission page is changed from report processed, waiting for e-signing to “Report Digitally Signed”, as can be seen in the image below.

Accounts Submission								
Financial Year ::		2020-21		Batch ID ::		Month : Jun-2020 Status : PENDING WITH TO OFFICER		
Sl.No.	Report Name	Account Type	Report Status	Last Processed By	Last Processed On	E-Sign	View Document	View Log
1.	Ka-Kha Report	P	Report digitally signed	61007	14-07-2020 19:01:56	E-Sign Document	View Document	View E-Sign Logs
2.	Schedule Total	P	Report processed, awaiting E-Signing	61007	14-07-2020 19:04:31	E-Sign Document	View Document	View E-Sign Logs
3.	GPF Withdraw//Advance Bills	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
4.	List of Payments	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
5.	LOP Enclosure III	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
6.	Paid Cheque	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
7.	GA Report	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
8.	Schedule Total	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
9.	Loan Schedule	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
10.	Cash Account	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
11.	Headwisw GPF Oth. Class IV	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
12.	GPF Cash Deposit	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
13.	7610 Account Head Wise	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
14.	8009 - GPF Headwise Receipt	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
15.	8011 - GIS Headwise Receipt	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
16.	GPF Schedule	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
17.	GPS Schedule - AIS	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs

Fig-09

- On the same page we can see that the user is provided with view E-sign logs button.

Financial Year ::		2020-21		Batch ID ::		Month : Jun-2020 Status : PENDING WITH TO OFFICER		
Sl.No.	Report Name	Account Type	Report Status	Last Processed By	Last Processed On	E-Sign	View Document	View Log
1.	Ka-Kha Report	P	Report digitally signed.	61007	14-07-2020 19:01:56	E-Sign Document	View Document	View E-Sign Logs
2.	Schedule Total	P	Report processed, awaiting E-Signing	61007	14-07-2020 19:04:31	E-Sign Document	View Document	View E-Sign Logs
3.	GPF Withdraw//Advance Bills	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
4.	List of Payments	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
5.	LOP Enclosure III	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
6.	Paid Cheque	P	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
7.	GA Report	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
8.	Schedule Total	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
9.	Loan Schedule	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
10.	Cash Account	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
11.	Headwisw GPF Oth. Class IV	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
12.	GPF Cash Deposit	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
13.	7610 Account Head Wise	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
14.	8009 - GPF Headwise Receipt	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
15.	8011 - GIS Headwise Receipt	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
16.	GPF Schedule	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs
17.	GPS Schedule - AIS	R	Report not yet processed.			E-Sign Document	View Document	View E-Sign Logs

E-Signing Logs for Report : Ka-Kha Report						
S.No.	Batch ID	Requested By	CDAC ID	Status	Reference ID	
1	ACS 1200 MON-202006 0001:1	61007	018-EHRMS-N/C2020-07-14718 59:22	Successfully Signed	ESN/0000/0000/202007/0014	

Fig-10

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- On clicking view E-sign logs button user is able to view the document that was digitally signed earlier. As we can see that at the top of the document it is written signature not verified, in order to validate signature kindly refer to **4.4.1.3 Validate Signature**

MAJOR HEAD : 0030-STAMP AND REGISTRATION FEES											
Voucher No.	Head Code	Cheque	Gross	GIS	GPF	Loans	Interest	Income Tax/NPS	Works Transfer	Other Det.	
DDO Code	Sch.Name	Cheque	Total Ded.								
DDO Name			Net Amount								
Date : 04-JUL-2020											
B0300001	0030021020200		809398	Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
4275	0030021020200-		20723	Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0
Treasury : 0100 -	Voted		788675	809398 Savings	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
Dehradun DDO Name				20723 Insurance	Judges	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
: 4275 : Chief				788675 AIS		0 Cycle Loan	0 Cycle Amt	0	Stap Duty Amt	0 Dept Rec Amt	0
Treasury Officer						MLA Adv	0 MLA Amt	0	Testing	0 Jail Amt	0
Dehradun									Charges		0
						AIS HBA	0 AIS HBA	0		MLA HBA Amt	0
Daily Total (04-JUL-2020) :			809398	Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
			20723	Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0
			788675	AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
				Judges		0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
						0 Cycle Loan	0 Cycle Amt	0	Stap Duty Amt	0 Dept Rec Amt	0
						MLA Adv	0 MLA Amt	0	Testing	0 Jail Amt	0
									Charges		0
						AIS HBA	0 AIS HBA	0		MLA HBA Amt	0
Month Total (0030) :			809398	Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
			20723	Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0
			788675	AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
				Judges		0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
						0 Cycle Loan	0 Cycle Amt	0	Stap Duty Amt	0 Dept Rec Amt	0
						MLA Adv	0 MLA Amt	0	Testing	0 Jail Amt	0
									Charges		0

Fig-11

- After all the reports are digitally signed as can be seen in the image below that status of all the 18 reports is "Report Digitally Signed", approve the reports. As can be seen in the image below that user is provided with approve option, select approve as action, enter remark and click on save button.

SL.No.	Report Name	Account Type	Report Status	Last Processed By	Last Processed On	E-Sign	View Document	View Log
1.	Ka-Kha Report	P	Report digitally signed.	55002449	19-08-2020 12:23:51	E-Sign Document	View Document	View E-Sign Log
2.	Schedule Total	P	Report digitally signed.	42790313M00207	06-08-2020 17:45:53	E-Sign Document	View Document	View E-Sign Log
3.	GPF Withdrawal/Advance Bills	P	Report digitally signed.	42790313M00207	06-08-2020 18:58:08	E-Sign Document	View Document	View E-Sign Log
4.	7610 - Abstract	P	Report digitally signed.	42790313M00207	06-08-2020 19:00:53	E-Sign Document	View Document	View E-Sign Log
5.	List of Payments	P	Report digitally signed.	650095	19-08-2020 14:05:20	E-Sign Document	View Document	View E-Sign Log
6.	LDP Enclosure III	P	Report digitally signed.	42790313M00207	06-08-2020 19:01:21	E-Sign Document	View Document	View E-Sign Log
7.	Paid Cheque	P	Report digitally signed.	55002449	19-08-2020 12:20:27	E-Sign Document	View Document	View E-Sign Log
8.	GA Report	R	Report digitally signed.	42790313M00207	06-08-2020 17:46:22	E-Sign Document	View Document	View E-Sign Log
9.	Schedule Total	R	Report digitally signed.	42790313M00207	06-08-2020 17:46:35	E-Sign Document	View Document	View E-Sign Log
10.	Loan Schedule	R	Report digitally signed.	42790313M00213	06-08-2020 20:20:13	E-Sign Document	View Document	View E-Sign Log
11.	Cash Account	R	Report digitally signed.	42790313M00213	19-08-2020 14:51:01	E-Sign Document	View Document	View E-Sign Log
12.	Headwise GPF Oth. Class IV	R	Report digitally signed.	42790313M00207	07-08-2020 15:18:23	E-Sign Document	View Document	View E-Sign Log
13.	GPF Cash Deposit	R	Report digitally signed.	42790313M00213	19-08-2020 14:51:35	E-Sign Document	View Document	View E-Sign Log
14.	7610 Account Head Wise	R	Report digitally signed.	42790313M00207	19-08-2020 14:46:40	E-Sign Document	View Document	View E-Sign Log
15.	8009 - GPF Headwise Receipt	R	Report digitally signed.	42790313M00213	19-08-2020 14:49:25	E-Sign Document	View Document	View E-Sign Log
16.	8011 - GS Headwise Receipt	R	Report digitally signed.	42790313M00213	19-08-2020 14:48:52	E-Sign Document	View Document	View E-Sign Log
17.	GPF Schedule	R	Report digitally signed.	42790313M00213	19-08-2020 14:53:00	E-Sign Document	View Document	View E-Sign Log
18.	GPF Schedule - AIS	R	Report digitally signed.	42790313M00213	19-08-2020 14:53:45	E-Sign Document	View Document	View E-Sign Log

Action : Remark :

Fig-12

E- Sign User Manual

- On clicking save button pop up message is generated on the screen, with the message “SUCCESS: ACCOUNTS APPROVED”. Once the account is approved all the reports treasury wise starts reflecting in AG login, also the account report gets locked.

Sl.No.	Report Name	Account Type	Report Status	Last Processed By	Last Processed On	E-Sign	View Document	View Log
1.	Ka-Kha Report	P	Report processed, awaiting E-signing	55002449	19-08-2020 12:23:51		View Document	View E-Sign Logs
2.	Schedule Total	P	Report digitally signed.	42790313M00207	06-08-2020 17:45:53		View Document	View E-Sign Logs
3.	GPF Withdrawal/Advance Bills	P	Report digitally signed.	42790313M00207	06-08-2020 18:58:08		View Document	View E-Sign Logs
4.	7610 - Abstract	P	Report digitally signed.	42790313M00207	06-08-2020 19:00:53		View Document	View E-Sign Logs
5.	List of Payments	P	Report digitally signed.	650085	19-08-2020 14:05:20		View Document	View E-Sign Logs
6.	LOP Enclosure III	P	Report digitally signed.	42790313M00207	06-08-2020 19:01:21		View Document	View E-Sign Logs
7.	Paid Cheque	P	Report digitally signed.	55002449	19-08-2020 12:20:27		View Document	View E-Sign Logs
8.	GA Report	R	Report digitally signed.	42790313M00207	06-08-2020 17:46:22		View Document	View E-Sign Logs
9.	Schedule Total	R	Report digitally signed.	42790313M00207	06-08-2020 17:46:35		View Document	View E-Sign Logs
10.	Loan Schedule	R	Report digitally signed.	42790313M00213	06-08-2020 20:20:13		View Document	View E-Sign Logs
11.	Cash Account	R	Report digitally signed.	42790313M00213	19-08-2020 14:51:01		View Document	View E-Sign Logs
12.	Headwise/GPF Oth. Class IV	R	Report digitally signed.	42790313M00207	07-08-2020 15:18:29		View Document	View E-Sign Logs
13.	GPF Cash Deposit	R	Report digitally signed.	42790313M00213	19-08-2020 14:51:35		View Document	View E-Sign Logs
14.	7610 Account Head Wise	R	Report digitally signed.	42790313M00207	19-08-2020 14:46:40		View Document	View E-Sign Logs
15.	8009 - GPF Headwise Receipt	R	Report digitally signed.	42790313M00213	19-08-2020 14:49:25		View Document	View E-Sign Logs
16.	8011 - GS Headwise Receipt	R	Report digitally signed.	42790313M00213	19-08-2020 14:48:52		View Document	View E-Sign Logs
17.	GPF Schedule	R	Report digitally signed.	42790313M00213	19-08-2020 14:53:00		View Document	View E-Sign Logs
18.	GPS Schedule - AIS	R	Report digitally signed.	42790313M00213	19-08-2020 14:53:45		View Document	View E-Sign Logs

Fig-13

- Account gets locked means user further cannot generate any report of the month whose account has been approved and sent to AG. User can only download the e-signed report for going through the document.

- As can be seen on the image attached below, on clicking generate button (account→ payments/ receipt→ select reports individually→ select time period→ generate report) pop up message appears on the screen with the message “Account for this month is locked. Cannot process report.”

Here we have already e-signed the account reports of July, 2020 therefore on generating reports again this message pops up.

Ka Kha Report	
From Date	01-JUL-2020
To Date	31-JUL-2020
Major Head Code	

Account for this month is locked. Cannot process report.
 Close

Fig-14

- As can be seen on the image attached below, user can access only e-signed report (account→ account submission→ select financial year and batch id i.e. the month of which the account report is to be accessed→ fetch the report→ click on view document)

MAJOR HEAD :: 0030-STAMP AND REGISTRATION FEES		INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND VITIYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444 PRAPATRA SANKHYA 47 :: VYAY POSTING PANJIK(A-KHA) :: Jul-2020															
Voucher No.	Head Code	Cheque	Gross Total Ded.	GIS	GPF	Loans	Interest	Income Tax/NPS	Works Transfer	Other Det.							
DDO Code	Sch.Name	Cheque	Net Amount														
Date :: 04-JUL-2020																	
800300001	0030021020200		809398	Savings	0	Class IV	0	HBA	0	HBA	0	Income Tax	20723	Royalty	0	Vehicle Amt	0
4275	0030021020200-		20723	Insurance	0	Class III	0	HBR	0	HBR	0	NPG Amt	0	Royalty Mines	0	HRR Amt	0
Treasury : 0100-Dehradun DDO Name : 4275 - Chief Treasury Officer Dehradun			788675	AIS	0	AIS	0	Motor Amt	0	Motor Amt	0	Labour Amt	0	Ex Duty Amt	0	Health Amt	0
				Judges	0	Car Loan	0	Car Amt	0	Car Amt	0	Stap Duty Amt	0	Stap Duty Amt	0	Dep't Rec Amt	0
					0	Cycle Loan	0	Cycle Amt	0	Cycle Amt	0	Testing Charges	0	Jail Amt	0		0
					0	MLA Adv	0	MLA Amt	0	MLA Amt	0	MLA HBA Amt	0				
Daily Total (04-JUL-2020) :			809398	Savings	0	Class IV	0	HBA	0	HBA	0	Income Tax	20723	Royalty	0	Vehicle Amt	0
			20723	Insurance	0	Class III	0	HBR	0	HBR	0	NPG Amt	0	Royalty Mines	0	HRR Amt	0
			788675	AIS	0	AIS	0	Motor Amt	0	Motor Amt	0	Labour Amt	0	Ex Duty Amt	0	Health Amt	0
				Judges	0	Car Loan	0	Car Amt	0	Car Amt	0	Stap Duty Amt	0	Stap Duty Amt	0	Dep't Rec Amt	0
					0	Cycle Loan	0	Cycle Amt	0	Cycle Amt	0	Testing Charges	0	Jail Amt	0		0
					0	MLA Adv	0	MLA Amt	0	MLA Amt	0	MLA HBA Amt	0				
Month Total (0030) :			809398	Savings	0	Class IV	0	HBA	0	HBA	0	Income Tax	20723	Royalty	0	Vehicle Amt	0
			20723	Insurance	0	Class III	0	HBR	0	HBR	0	NPG Amt	0	Royalty Mines	0	HRR Amt	0
			788675	AIS	0	AIS	0	Motor Amt	0	Motor Amt	0	Labour Amt	0	Ex Duty Amt	0	Health Amt	0
				Judges	0	Car Loan	0	Car Amt	0	Car Amt	0	Stap Duty Amt	0	Stap Duty Amt	0	Dep't Rec Amt	0
					0	Cycle Loan	0	Cycle Amt	0	Cycle Amt	0	Testing Charges	0	Jail Amt	0		0
					0	MLA Adv	0	MLA Amt	0	MLA Amt	0	MLA HBA Amt	0				
					0		0	AIS HBA	0	AIS HBA	0						

Fig-15

Example 2: E-signing PPO document.

Note: For E-signing the PPO at officer level of sanction treasury it is mandatory to approve PPO from other two levels i.e. operator and supervisor otherwise the option of E-signing will not appear at officer levels.

- Initial step is to approve PPO at operator and supervisor level (pension→ pension sanction (sanction treasury)→ PPO approval)
- At the officer end user is given the power to e-sign the document. User can access PPO E-sign option at the officer end of sanction treasury as shown in the image below (Pension→ Pension Sanction→ PPO E-sign).

Transactions pending as on	Transactions passed on
<ul style="list-style-type: none"> Pension Sanction Pension Payment 	<ul style="list-style-type: none"> PPO Approval PPO E-Sign Pre-2016 Pension Revise PPO Approval Pension Master (Admin) PPO Return

Fig-16

E- Sign User Manual



- User is directed to the page attached below which consist of document that needs to be signed. Click on the select button provided on the page.

PPO ESign								
S.No.	Case Type	Emp Code	Batch id	Name	DDO Code	Designation	Pension Category	Select
1.	PENSION	0400386	UK/13/31052020/34825	Mr Laxman Singh	2298	Block Extension Officer	C01	Select
2.	PENSION	261944837325	UK/13/31012019/34811	Mr jagdish chandra pandey	9903	TECHNICAL GRADE-1	C03	Select
3.	PENSION	401819287747	UK/13/30112019/34824	Mr HARPAL SINGH	9903	TECHNICAL GRADE-1	C03	Select
4.	PENSION	585739040135	UK/13/31052020/34822	Mr NARENDRA CHAND	9903	TECHNICAL GRADE-2 (LINE MAN)	C03	Select
5.	PENSION	743558642825	UK/13/31032020/34812	Mr R P chaudhary	9903	OFFICE ASSISTANT-II	C03	Select
6.	PENSION	984065376720	UK/13/31052020/34823	Mr GOVIND ballabh Joshi	9903	TECHNICAL GRADE-2 (LINE MAN)	C03	Select

Fig-17

- On clicking select button user is directed to the page attached below which consist of various option like view PPO, Proceed to E-sign and back. Here we will click on Proceed to E-sign button.

PPO ESign					
Emp Code	0400386	Emp Name	Mr Laxman Singh		
PPO NO	UK/13/31052020/34825				
Remarks:	<input type="text"/>	E-Sign Status:	File not Signed Yet.		
		View PPO	Proceed to E-Sign	Back	
E-Signing Requests					
S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File

Fig-18

- On clicking proceed to E-Sign button user is directed to next page where user has to enter employee code fill in all the required fields, select OTP or biometric, like we have opted OTP as can be seen in the image below, click on the declaration and finally after filling all the fields click on proceed button provided at the bottom of the page as can be seen.

HOME SUPPORT ▾ GPF ▾ BILLS PASSING ▾ PAYROLL ▾ PENSION ▾ E-PAYMENTS ▾ ACCOUNTS ▾ UPDATION ▾ MASTERS ▾					
Digitally Sign Documents - eHastakshar					
Employee Code :	<input type="text" value="2000"/>	Employee Name :	<input type="text" value="Invalid Employee Code"/>		
Treasury :	<input type="text" value="Directorate of Treasury, Pension and Entitlement Uttarakhand"/>	Batch ID/Transaction ID :	<input type="text" value="UK/13/31032020/34108"/>		
Authentication Mode :	<input checked="" type="radio"/> OTP <input type="radio"/> Biometric				
<input checked="" type="checkbox"/> I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the 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 only for the purpose of signing.					
<small>Note : You will be redirected to an external URL for aadhaar authentication.</small>					
<input type="button" value="Proceed"/>					

Fig-19

5. On clicking proceed button user is directed to next page that is attached below, here user has to enter virtual id.

Note: for E-signing the document user must have virtual id, generation of which is discussed above, also if one has not generated virtual id from before user has been given the link to generate virtual here itself under the button named get virtual id.

User has to enter the id that is generated like we have entered as can be seen. After entering VID click on get OTP button.

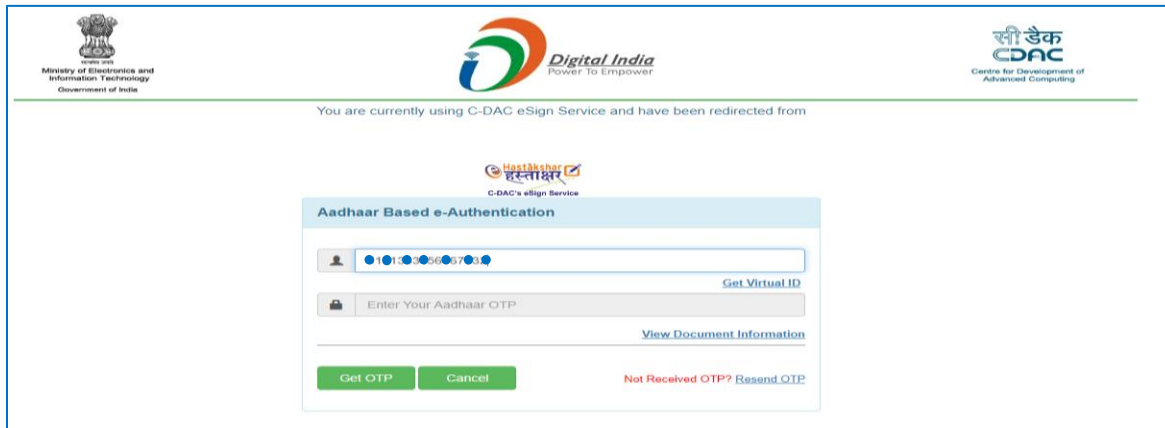


Fig-20

6. On clicking get OTP button user will receive OTP in his/ her registered mobile number. Enter the OTP received in the provided column, click on the declaration and finally click on the submit button provided on the bottom of the page.

Note: User might be due to network issue is unable to receive OTP for which user can use the button provided on the screen i.e., resend OTP button.

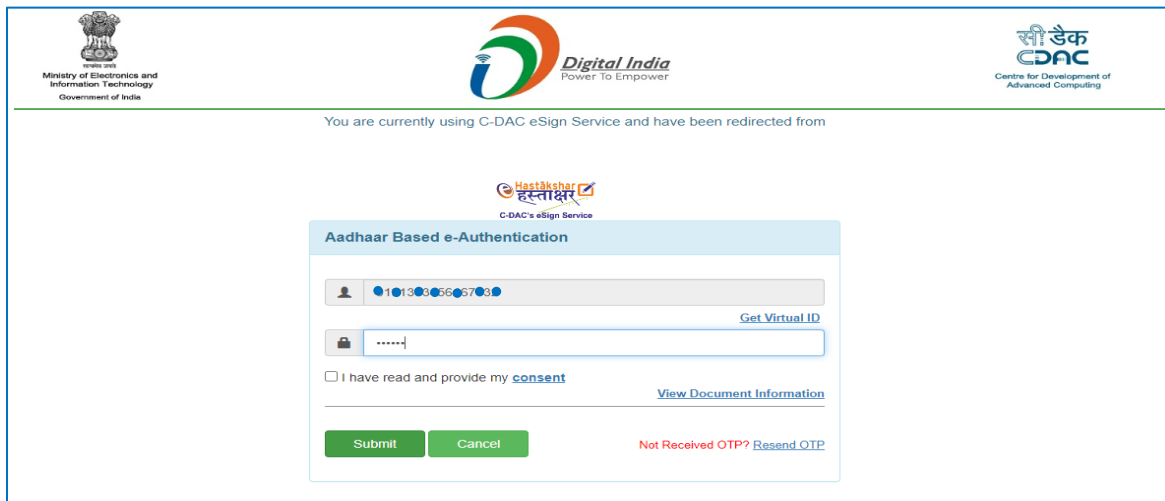


Fig-21

- After submitting user is directed to previous page where we can see that message of “File signed successfully” is displayed on the screen with the green color and a row is added at the bottom of the page with the detail related to document along with download button for downloading the document. Click on download button provided on the screen.

PPO ESign

Emp Code	743558642825	Emp Name	Mrs r p chaudhary
PPO NO	UK/13/31032020/34108		
Remarks:	<input type="text"/>	E-Sign Status:	File Signed Successfully.

Forward to Payment Treasury
Back

E-Signing Requests

S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File
1	UK/13/31032020/34108	2000	Successfully Signed	ESN:0000:0000:202007:0017	Download

Fig-22

- On clicking download button user is able to view the PPO that was digitally signed earlier. As we can see that at the top of the document it is written signature not verified thus the next step is to validate signature, in order to validate signature kindly refer to **4.4.1.3 Validate Signature**

Signature Not Verified

Digitally signed by: Mr Jagat Singh Chauhan
Reason : E-Approval
Location : Directorate of Treasury, Pension and Entitlement Uttarakhand Treasury
Date and Time : 15-07-2020 10:50:40

Directorate of Treasury, Pension and Entitlement Uttarakhand

Pension/Gratuity/Pension Commutation/Family Pension Payment Order Forwarding Letter			
In favour of Mrs r p chaudhary, OFFICE ASSISTANT-II, Uttarakhand Power Corporation Ltd - Kumaon Zone			
To CTO/Sr.TO/TO Nainital, Nainital			
Letter No. /			
Sir			
Please Find Enclosed here with pension paper of Mrs r p chaudhary OFFICE ASSISTANT-II, 743558642825 Retired/Death on 31-03-2020 00:00:00			
Pension/Family Pension			
Pension/Family Pension Order no.	Pension/Family Pension	Related with pension/Family pension	Rate of pension/Family pension
	Mrs r p chaudhary	Self	Pension before Commutation 46,500 Pension after commutation 46,500
Family Pension to be paid after death of Pensioner to Mrs RAJNI CHAUDHARY or 04-MAR-2027 Rs. 46500 Relief there after Rs. 27900 to be paid Mrs RAJNI CHAUDHARY			
2 Claimant (Gratuity)	Name of Gratuity Claimant	Relation with Pension/Family Pension	Payments
	Mrs r p chaudhary	Self	Total Rs. 17,95,365 Provisional Graduity Rs 0 Withheld amount Rs 0 Net amount Rs 17,95,365
Recovery Amount -			
Net amount Rs Rupees Seventeen Lacs Ninety Five Thousand Three Hundred Sixty Five Only			
3 Pension Commutation	Commutation amount	Reduced rate of pension due to commutation	Commencement date of reduced pension
	Total Rs. -	-	Commutation payments date or After three month of issued Payment order, whichever is Earlier
Net amount Rs. - Rs. Rupees Nil Only			

Fig-23

9. After the document is e-signed by sanction treasury, user needs to continue with generating GRD number at the payment treasury for that kindly refer to treasury user manual → Pension module → Generating GRD number at treasury.

4.4.1.3 Validate Signature

To ensure that Digital Signatures are valid when you open a PDF and verification details appear with the signature. When Digital Signatures are validated, an icon appears in the document message bar to indicate the signature status. Additional status details appear in the Signatures panel and in the Signature Properties dialog box. In order to validate signature user must download the document that is digitally signed in pdf form.

- Authenticity verification confirms that the signer's certificate or its parent certificates exist in the validator's list of trusted identities. It also confirms whether the signing certificate is valid based on the user's Acrobat or Reader configuration.
- After the document is E-signed it is sole responsibility to verify the authenticity and integrity whether the signed content is same as that of unsigned document or has changed after it was signed. If content changes, user must contact Finance Data Centre.

Let us see the steps for validating signature.

1. User needs to download the document as for example we have downloaded the ka-kha document that we e-signed earlier. We can see in the image that at the top of the page with the question mark sign validity unknown is displaying. Thus, this piece of document requires validating.

Treasury : 0100-Dehradun

MAJOR HEAD - 0030-STAMP AND REGISTRATION FEE

INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND
 VITTIYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444
 PRAPATRA SANKHYA 47 :: VYAY POSTING PANJIK(KA-KHA) :: Jul-2020

Validity unknown

Digitally signed by 0100-Dehradun on 14-07-2020 10:43:29
 Reason: E-Approval
 Location: Dehradun
 Date and Time: 14-07-2020 10:20:55

Voucher No.	Head Code	Cheque	Gross	GIS	GPF	Loans	Interest	Income Tax/NPS	Works Transfer	Other Det.
DDO Code	Sch Name	Cheque	Total Det.							
DDO Name			Net Amount							
Date : 04-JUL-2020										
80330001	0030021020200		803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
4275	0030021020200-		20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0
Treasury : 0100 -	Voted		788675 AIG	0 AIG	0 Motor Amt	0 Motor Amt	0	0 Labour Amt	0 RTI Amt	0
Dehradun DDO Name				Judges	0 Car Amt	0 Car Amt	0	0 Ex Duty Amt	0 Health Amt	0
4275 - Chief					0 Cycle Loan	0 Cycle Amt	0	0 Stop Duty Amt	0 Dept Rec Amt	0
Treasury Officer					MLA Adv	0 MLA Amt	0	0 Testing	0 Jail Amt	0
Dehradun								0 Charges		0
					AIG HBA	0 AIG HBA	0		0 MLA HBA Amt	0
Daily Total (04-JUL-2020) :			803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
			20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0
			788675 AIG	0 AIG	0 Motor Amt	0 Motor Amt	0	0 Labour Amt	0 RTI Amt	0
				Judges	0 Car Amt	0 Car Amt	0	0 Ex Duty Amt	0 Health Amt	0
					0 Cycle Loan	0 Cycle Amt	0	0 Stop Duty Amt	0 Dept Rec Amt	0
					MLA Adv	0 MLA Amt	0	0 Testing	0 Jail Amt	0
								0 Charges		0
					AIG HBA	0 AIG HBA	0		0 MLA HBA Amt	0
Month Total (0030) :			803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
			20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0
			788675 AIG	0 AIG	0 Motor Amt	0 Motor Amt	0	0 Labour Amt	0 RTI Amt	0
				Judges	0 Car Amt	0 Car Amt	0	0 Ex Duty Amt	0 Health Amt	0
					0 Cycle Loan	0 Cycle Amt	0	0 Stop Duty Amt	0 Dept Rec Amt	0
					MLA Adv	0 MLA Amt	0	0 Testing	0 Jail Amt	0
								0 Charges		0
					AIG HBA	0 AIG HBA	0		0 MLA HBA Amt	0

Prepared By: _____
Signature

Checked By: _____
Signature

Signature Of The Treasury Officer: _____
Treasury Officer

Fig-24

E- Sign User Manual

- User can right click on the image as can be seen in the image below, which will result in the generation of drop down which provides the user with various options like validate signature, view signed version and show signature properties. Here we will click on validate signature option. User can also click on signature panel provided at the top of the page for the same purpose.

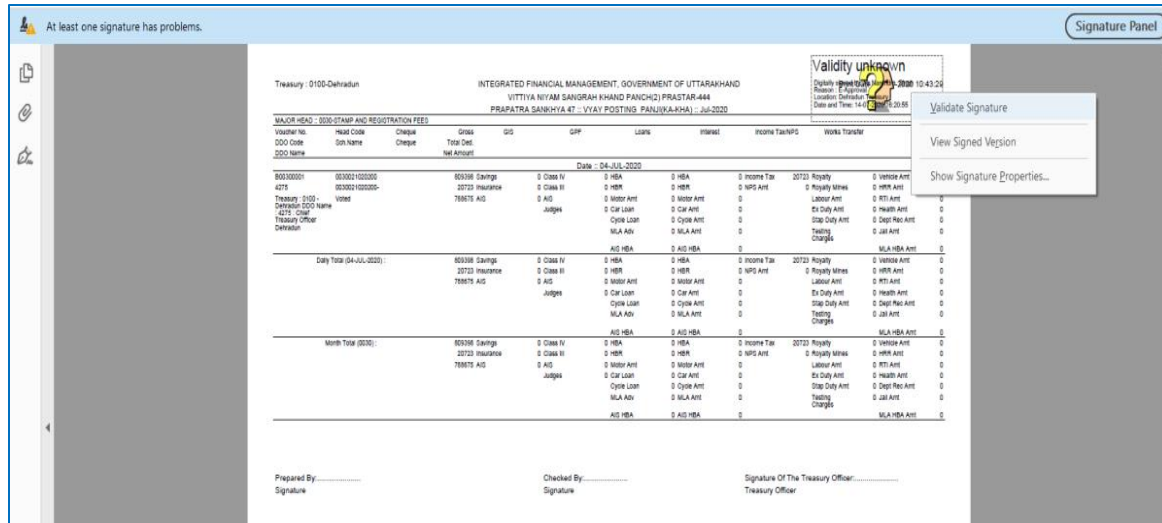


Fig-25

- On clicking validate signature pop up window appears on the screen as shown in the image below. Click on signature properties provided on the window.

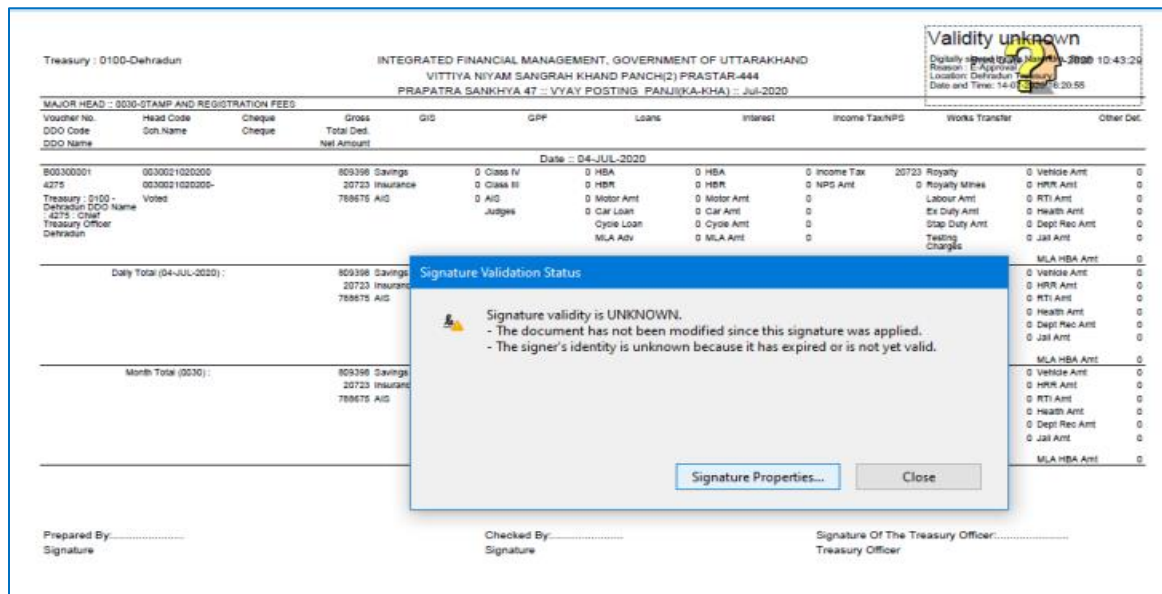


Fig-26

- On clicking signature properties another pop up window starts appearing on the screen as shown in the image below. Click on show signers certificate button that is provided on the window.

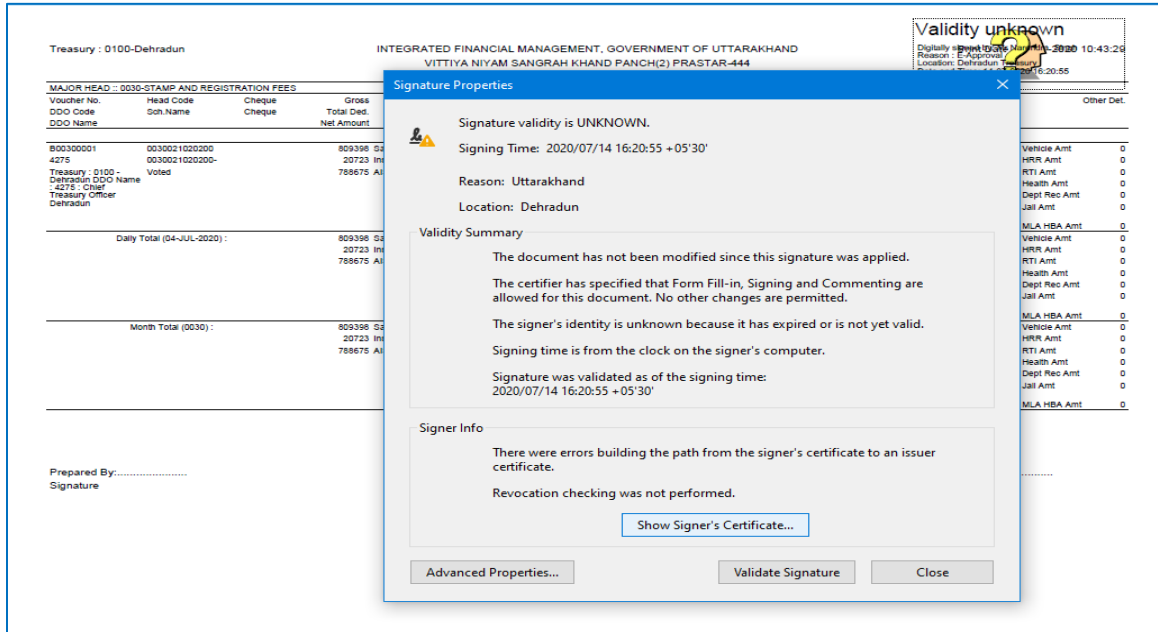


Fig-27

- On clicking show signers certificate another pop-up window starts appearing on the screen as shown in the image below. Click on ok button that is provided on the window.

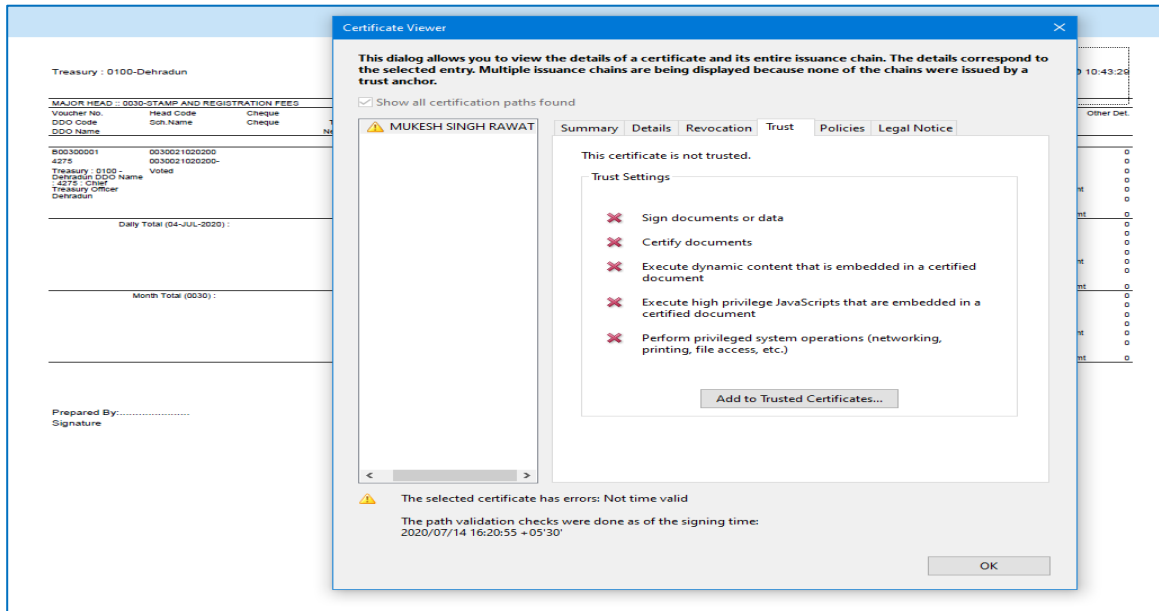


Fig-28

- On clicking ok button another pop up window starts appearing on the screen as shown in the image below. Click on ok button that is provided on the window.

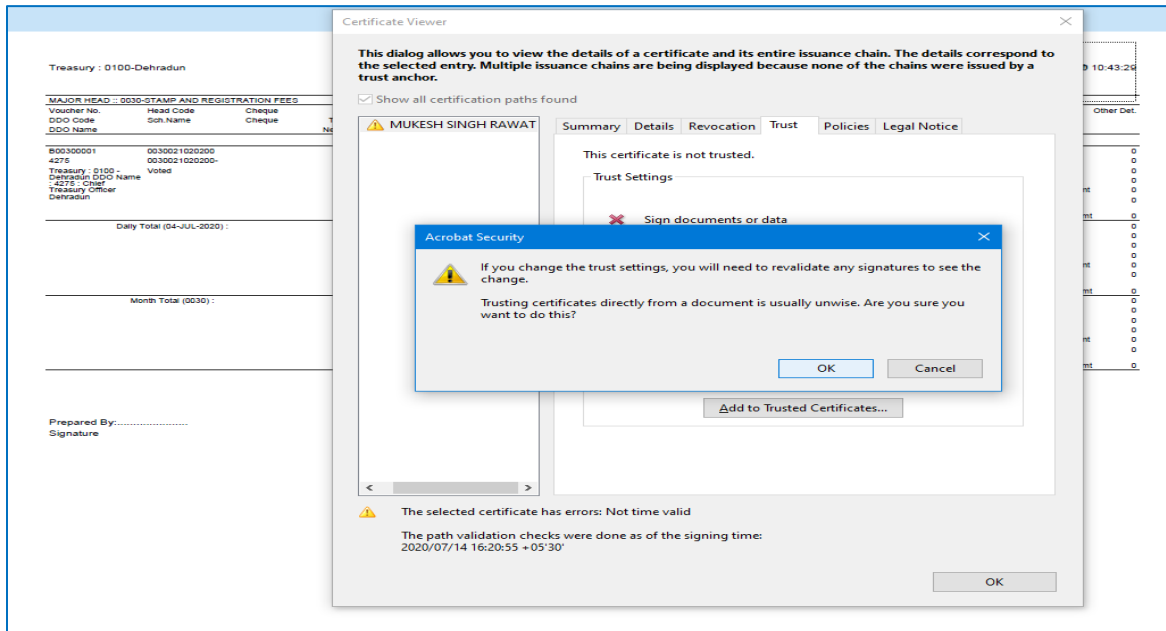


Fig-29

- On clicking ok button another pop up window starts appearing on the screen as shown in the image below. Select all the certified document like we have done and can be seen in the image. After selecting all the certified document. Click on ok button that is provided on the window.

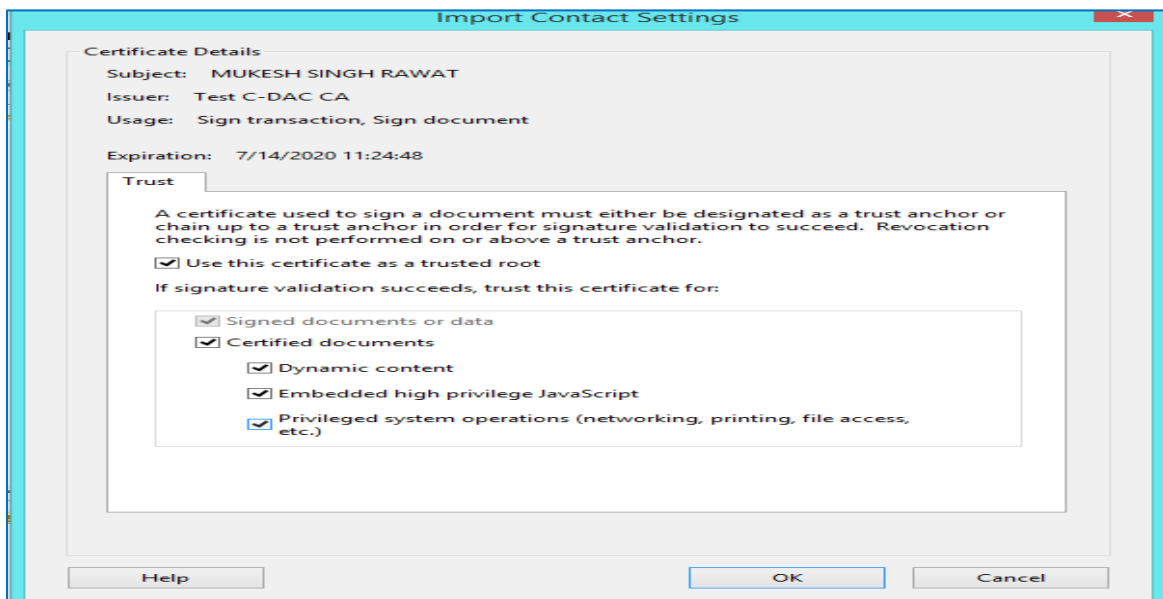


Fig-30

E- Sign User Manual

- On clicking ok button another pop up window starts appearing on the screen as shown in the image below. Click on validate signature button that is provided on the window.

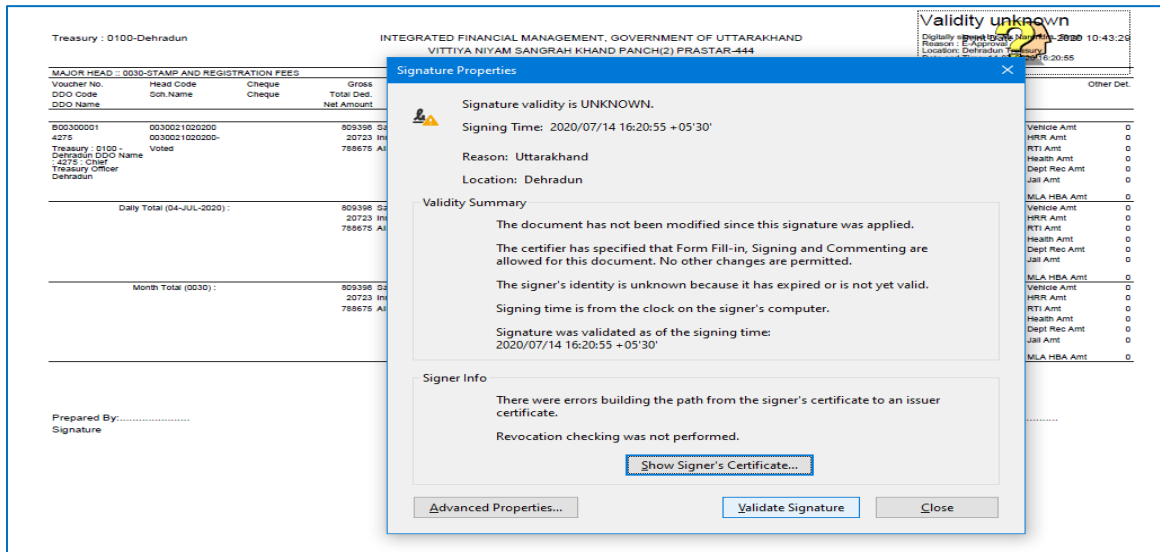


Fig-31

- On clicking validate signature we can see on the same document now at the top do the page signature valid starts appearing along with question mark is changed to right sign also details related to sign is update as can be seen in the image below.

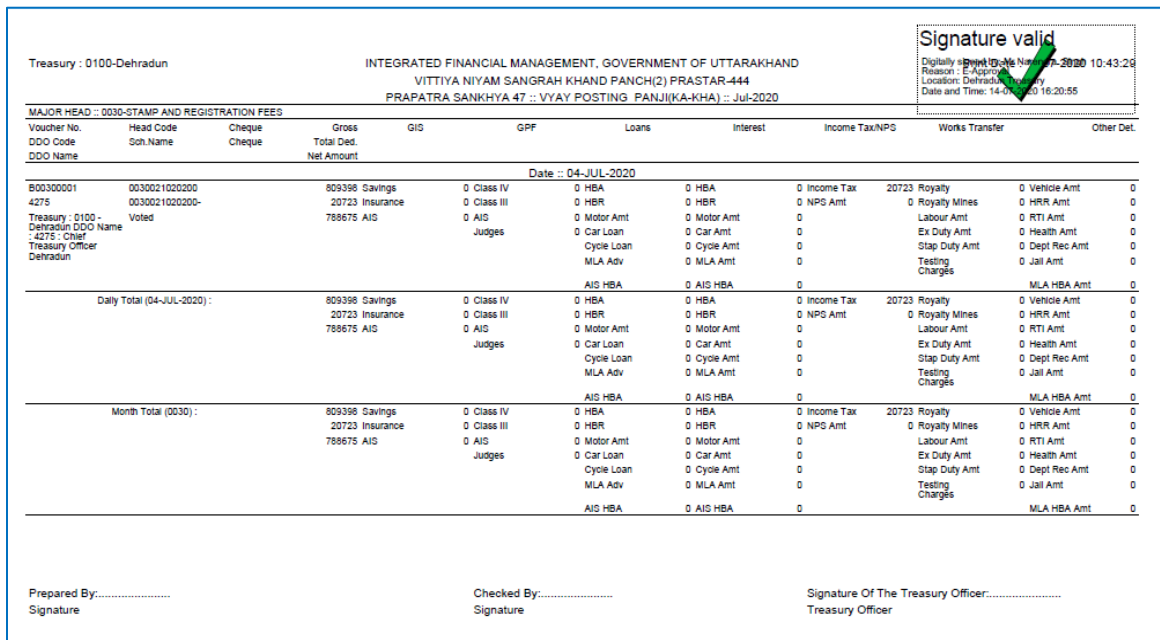


Fig-32

4.4.2 RD Services based Authentication

Let us learn how officers can E-Sign the document:

Execution steps for E-sign: Install Morpho Sensor RD services → E-sign the document → Validate Signature

4.4.2.1 Installation of RD services

What is RD service?

The Registered Device (RD) Service keeps security at the forefront by allowing secure registration of all devices without storing any data on the device. It provides three key additional features compared to public devices:

1. Device identification - every device has a unique identifier allowing traceability, secure analytics and fraud management.
2. Eliminating use of stored biometrics - biometric data is captured on the device using the provider key for security. The Registered Device (RD) Service of the device provider forms an encrypted PID block before returning to the host application to eliminate all chances of data breach.
3. Certified Registration- RD Service enables secure and certified registration of the device with UIDAI (Aadhaar). Our service encapsulates biometric capture, any user experience while capture (such as preview), signing in and encryption of biometrics all within it.

RD Service provides UIDAI certification to the device and provides end to end security at all steps from signing in, biometric capture (user preview) and encryption of data for a streamlined registration process.

Note: For one to continue E-signing of the document using biometric it is mandatory to have Morpho biometric fingerprint sensor device along with RD services installed in his/her system. One cannot continue without getting it installed first.

Let us learn from where one can install RD Services:

1. Connect the Morpho biometric fingerprint sensor device to your system and go to <https://www.rdserviceonline.com/> , on doing so user is directed to the home page that is attached below,

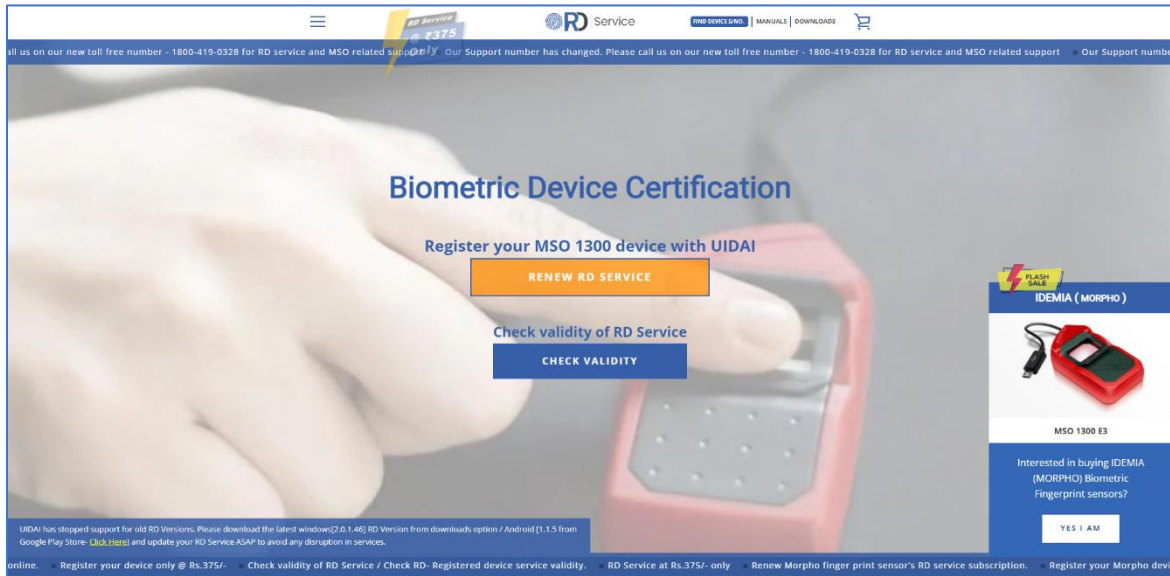


Fig-33

2. At the top of the home page in header few options are provided where we can see 'DOWNLOADS' menu. Click on downloads menu as a result drop down list of menu for various system appears on the screen, as can be seen in the image attached below;

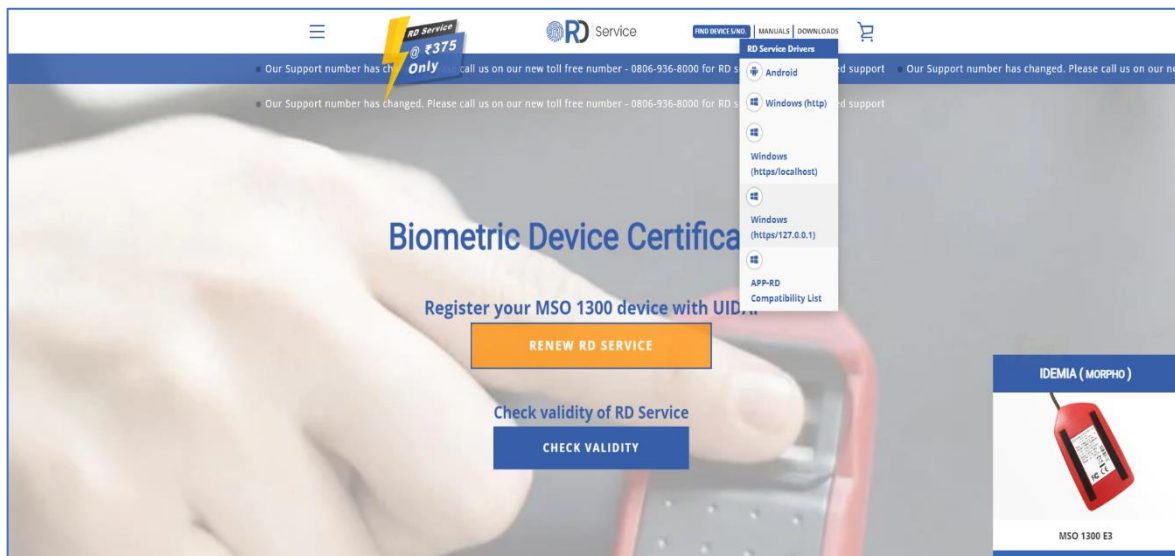


Fig-34

- From the drop-down list of menu select Windows (<https://127.0.0.1>), on clicking downloading will start and one can install the service.

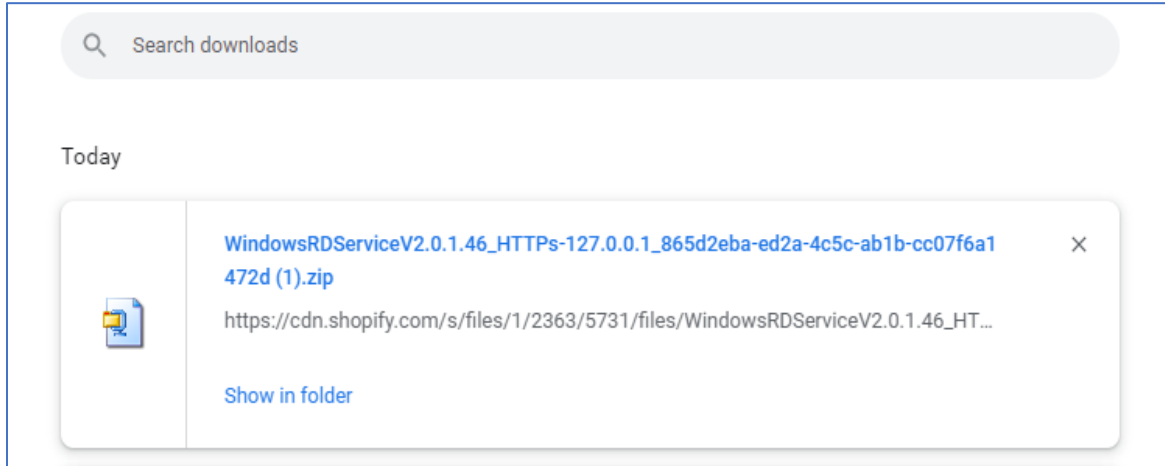


Fig-35

- Open the downloaded file, two files will appear as can be seen in the image attached below. Using WindowsRDService-HTTPs-127.0.0.1 install the application. Once the application is installed restart the system.

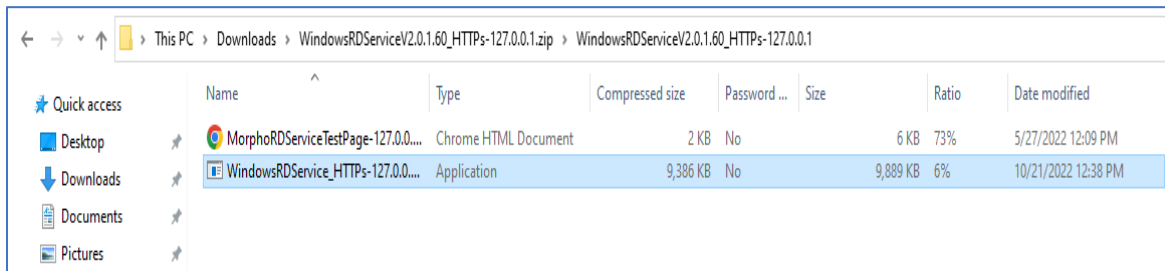


Fig-36

- In order to check whether the RD services has been successfully installed click on the MorphoRDServiceTestPage-127.0.0.1 file attached below;



Name	Date modified	Type	Size
 MorphoRDServiceTestPage-127.0.0.1	23-02-2022 12:58	Microsoft Edge H...	6 KB
 WindowsRDService_HTTPs-127.0.0.1	23-02-2022 12:58	Application	9,871 KB

Fig-37

5.1 On doing so user is directed to the page attached below;



Fig-38

5.2 click on 1st menu i.e., **RD services** on doing so pop-up message appears on the screen as can be seen in the image attached below. In this message status of RD service appears as **READY** which means that the services have been installed successfully. If in case status is not ready one need to install again.

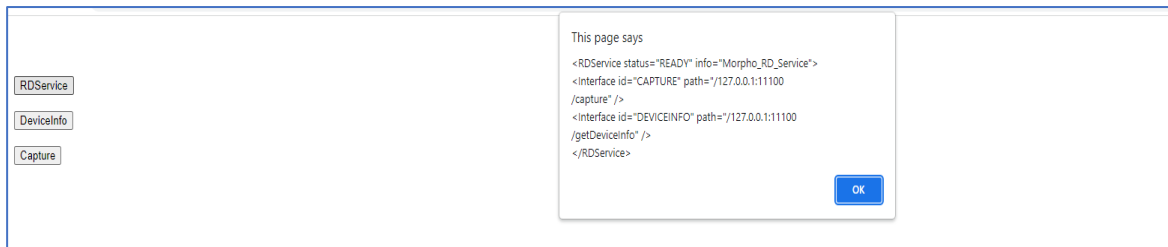


Fig-39

5.3 Other than these two more options are provided i.e., device info and capture.

- **DeviceInfo:** Provides information of the device as can be seen in the image attached below;

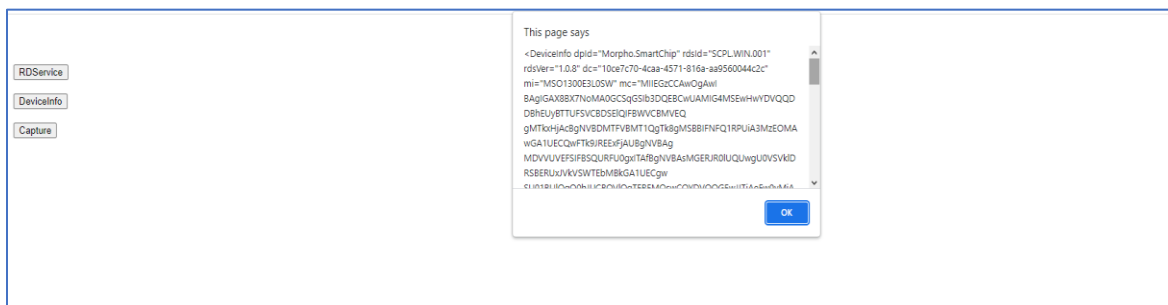


Fig-40

- **Capture:** Provides information that the Morpho device connected to the system is being rightfully captured or not.

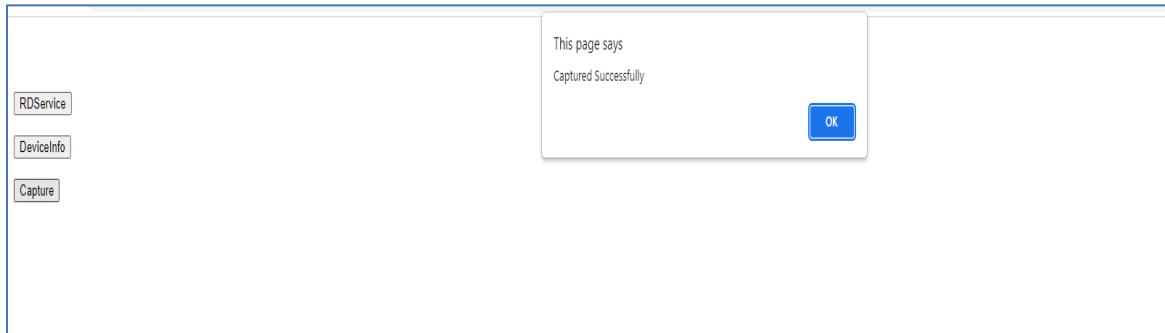


Fig-41

Case 2: If in case RD service device is not successfully installed

On selecting first menu i.e., RDService message of READY will not appear, in that case follow below mentioned steps.

1. In chrome browser at URL type `chrome://flags`, as a result below attached page will appear on the screen.

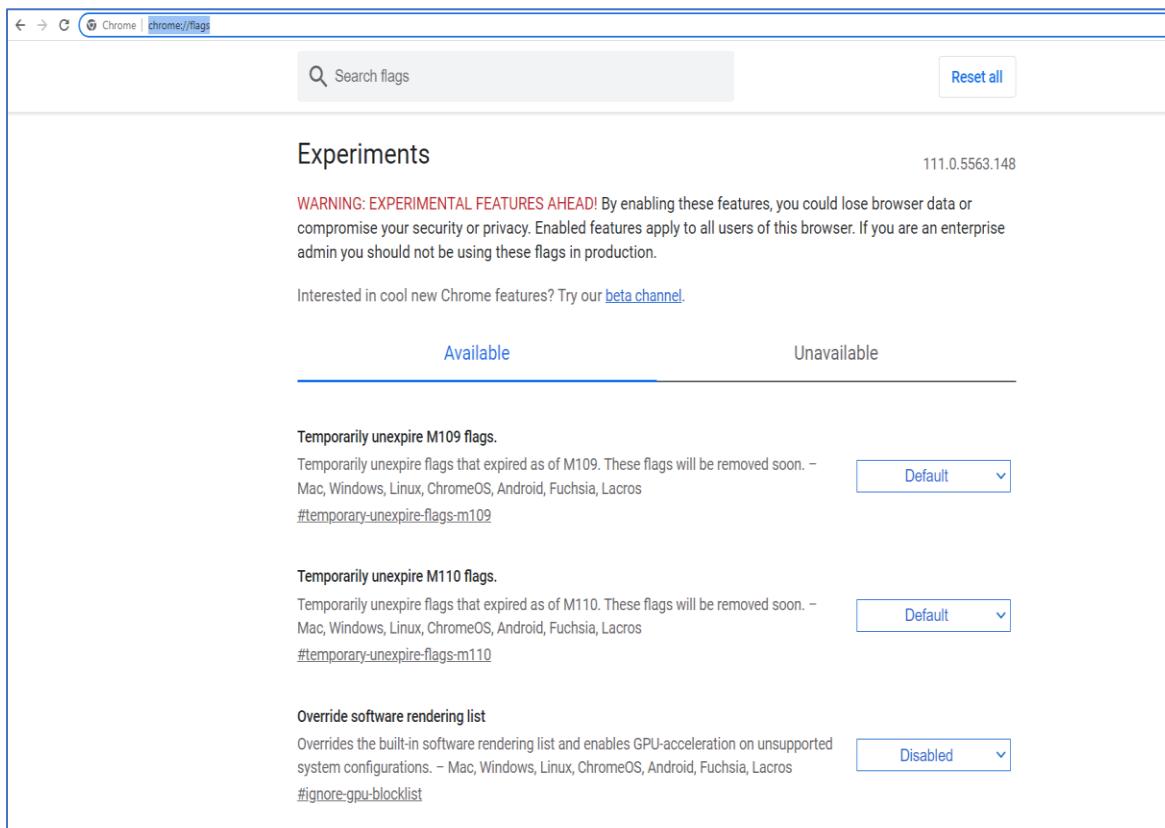


Fig-42

- In search flag kindly search invalid as can be seen in the image attached below; the very first option that is “Allow invalid certificates for resource loaded from localhost” is disabled as of now, kindly enable it from drop down menu.

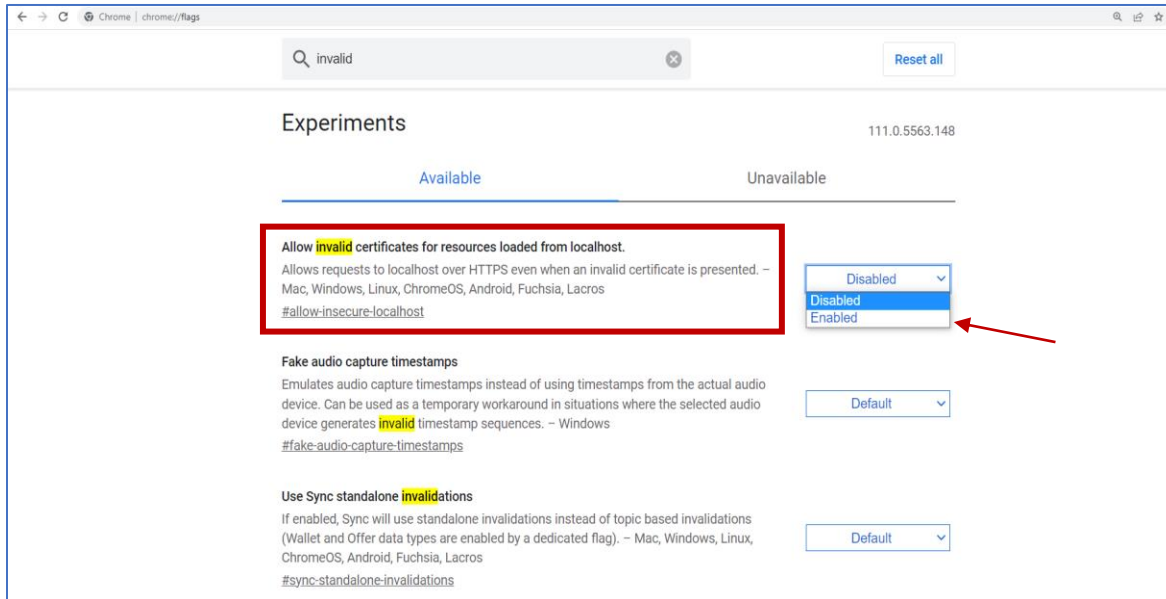


Fig-43

- Make the changes and as per the instructions relaunch.

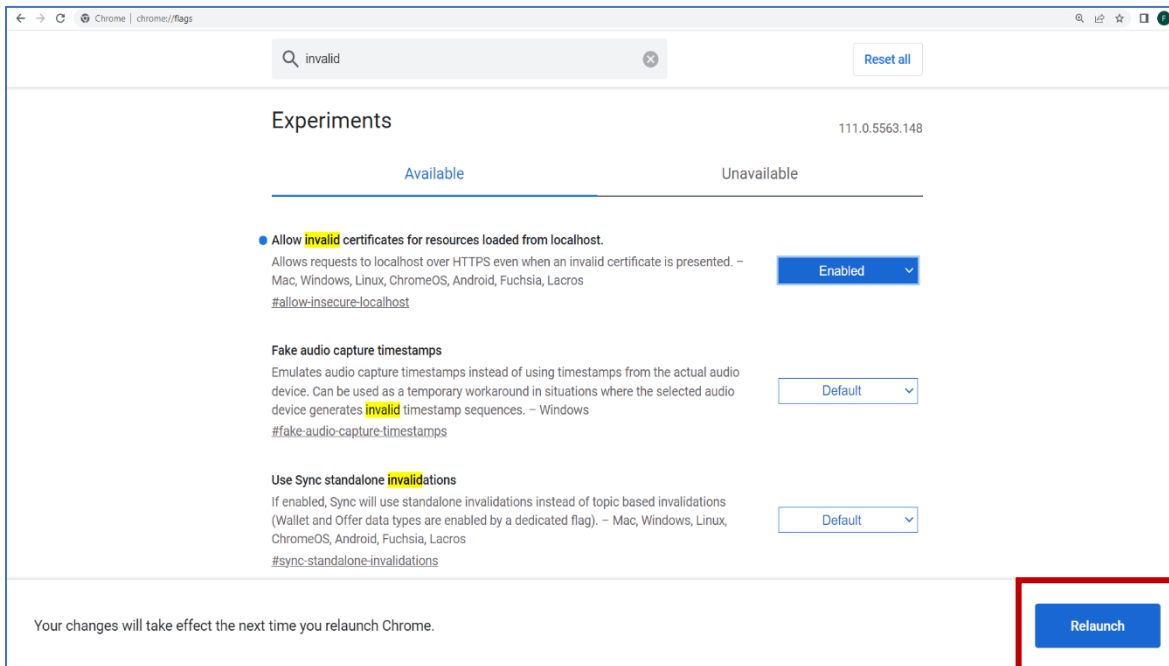


Fig-44

4.4.2.2 E-sign

Taking an example of e-signing PPO treasury level

Note: For E-signing the PPO at officer level it is mandatory to approve PPO from other two levels i.e., operator and supervisor otherwise the option of E-signing will not appear at officer levels.

- Initial step is to approve PPO at operator and supervisor level (pension → pension sanction (sanction treasury) → PPO approval)

- At the officer end officer is given the power to e-sign the document. User can access PPO E-sign option at the officer end of sanction treasury as shown in the image below (Pension → Pension Sanction → PPO E-sign).

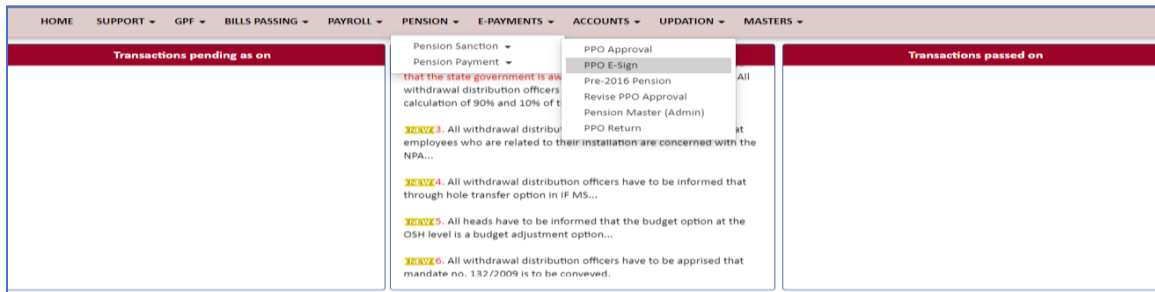


Fig-45

- User is directed to the page attached below which consist of document that needs to be signed. Click on the select button provided on the page.

PPO ESign								
S.No.	Case Type	Emp Code	Batch id	Name	DDO Code	Designation	Pension Category	Select
1.	PENSION	0400386	UK/13/31052020/34825	Mr Laxman Singh	2298	Block Extension Officer	C01	Select
2.	PENSION	261944837325	UK/13/31012019/34811	Mr jagdish chandra pandey	9903	TECHNICAL GRADE-1	C03	Select
3.	PENSION	401819287747	UK/13/30112019/34824	Mr HARPAL SINGH	9903	TECHNICAL GRADE-1	C03	Select
4.	PENSION	585739040135	UK/13/31052020/34822	Mr NARENDRA CHAND	9903	TECHNICAL GRADE-2 (LINE MAN)	C03	Select
5.	PENSION	743558642825	UK/13/31032020/34812	Mr R P chaudhary	9903	OFFICE ASSISTANT-II	C03	Select
6.	PENSION	984065376720	UK/13/31052020/34823	Mr GOVIND ballabh Joshi	9903	TECHNICAL GRADE-2 (LINE MAN)	C03	Select

Fig-46

- On clicking select button user is directed to the page attached below which consist of various option like view PPO, Proceed to E-sign and back. Here we will click on Proceed to E-sign button.

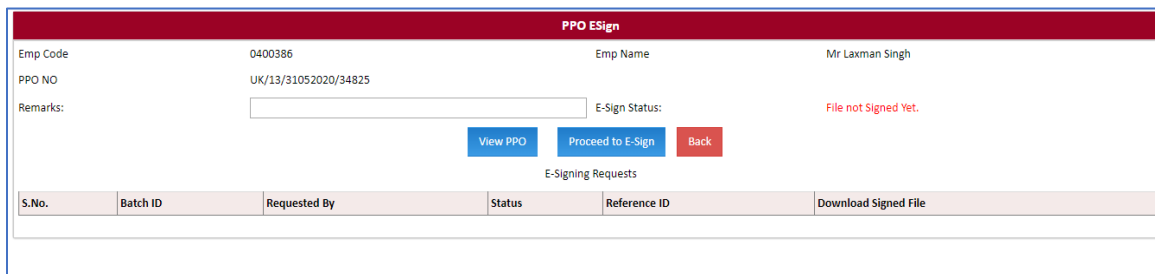


Fig-47

- On clicking proceed to E-Sign button user is directed to next page where user has to enter employee code fill in all the required fields, select OTP or biometric, now here we will opt biometric by clicking on the radio button as can be seen in the image below and also, click on the declaration and finally after filling all the fields click on proceed button provided at the bottom of the page as can be seen.

HOME MY PROFILE SUPPORT GPF BILLS PASSING PAYROLL PENSION E-PAYMENTS ACCOUNTS UPDATION RECEIPT MASTERS PLA

Digitally Sign Documents - eHastakshar

Employee Code : Employee Name :

Treasury : Batch ID/Transaction ID :

Authentication Mode : OTP Biometric

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the 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 only for the purpose of e-signing.

Note : Aadhaar Virtual ID (VID) is mandatory for E-Signing process. You will be redirected to an external URL for aadhaar authentication.

[Click here to download instructions for VID Generation.](#)

Fig-48

- On clicking proceed button user is directed to next page that is attached below, here user has to select Aadhar Number out of the other 3 radio button.

Note: for E-signing the document user must have morpho biometric finger print sensor device and installed RD services.

Ministry of Electronics and Information Technology Government of India

Digital India Power To Empower

You are currently using C-DAC eSign Service and have been redirected from

Hastakshar C-DAC's eSign Service

Aadhaar Based e-Authentication

View Document Information

Aadhaar Number Virtual ID UID Token

Fig-49

6. Enter Aadhaar number and **click on discover biometric device** shown in the image Fig-49. On clicking discover biometric device button the name of morpho device connected to the system reflects as can be seen in the image attached below, like in our case name of our device is **'Morpho_RD_Service'**.

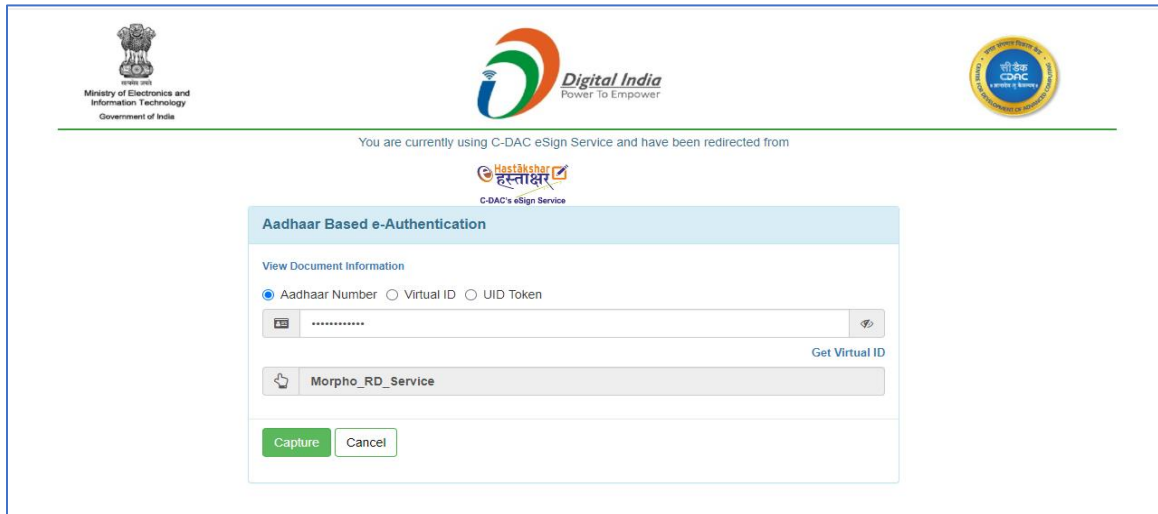


Fig-50

7. After the device is discovered **click on capture button** shown in the image Fig-50 and place your finger on Morpho biometric fingerprint sensor device for capturing finger print. As soon as the match is successful, message is displayed on the screen as can be seen in the image attached below;

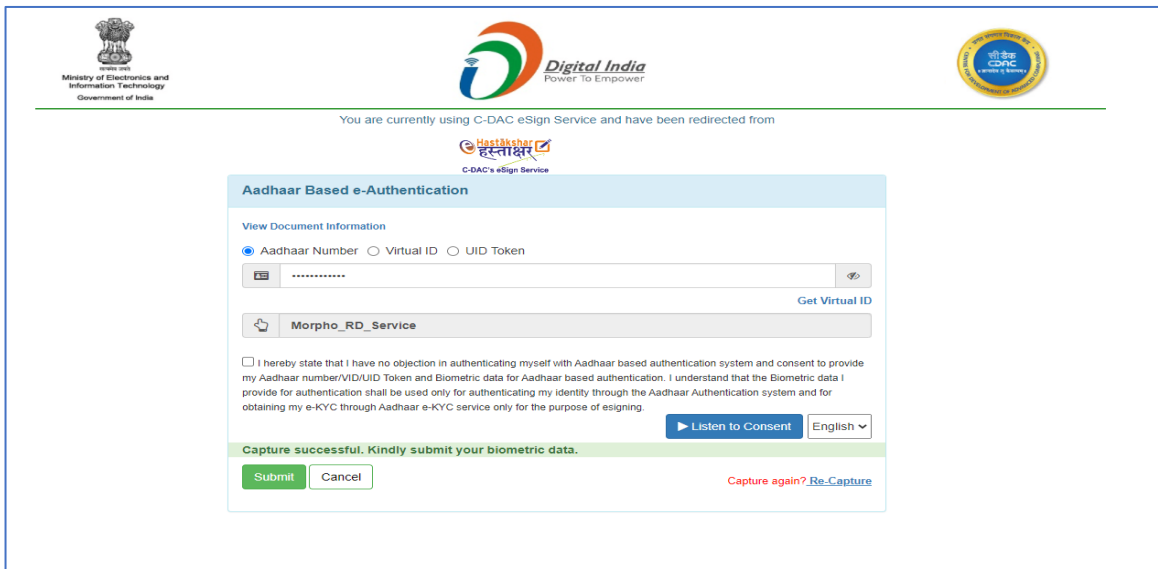


Fig-51

E- Sign User Manual



- After the message of success is received one can continue by clicking on submit button provided at the bottom of the page. As a result user is directed back to the IFMS/ CTS page, where we can see that message of “File signed successfully” is displayed on the screen with the green color and a row is added at the bottom of the page with the detail related to document along with download button for downloading the document. Click on download button provided on the screen.

PPO ESign					
Emp Code	743558642825	Emp Name	Mrs r p chaudhary		
PPO NO	UK/13/91092020/94108	Remarks:			
E-Sign Status:		File Signed Successfully.			
Forward to Payment Treasury Back		E-Signing Requests			
S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File
1	UK/13/91092020/94108	2000	Successfully Signed	ESN:XXXX:XXXX:202007:0017	Download

Fig-52

- On clicking download button user is able to view the PPO that was digitally signed earlier. As we can see that at the top of the document it is written signature not verified thus the next step is to validate signature, in order to validate signature kindly refer to 4.4.1.3 Validate Signature

Pension/Family Pension		Related with pension/Family pension	Rate of pension/Family pension
Pension/Family Pension Order no.	Mrs r p chaudhary	Self	Pension before Commutation 46,500 Pension after commutation 46,500
Family Pension to be paid after death of Pensioner to Mrs RAJNI CHAUDHARY or 04-MAR-2027 Rs. 46500 Relief there after Rs. 27900 to be paid Mrs RAJNI CHAUDHARY			
2 Claimant (Gratuity)	Name of Gratuity Claimant	Relation with Pension/Family Pension	Payments
	Mrs r p chaudhary	Self	Total Rs. 17,95,365 Provisional Gratuity Rs 0 Withheld amount Rs 0 Net amount Rs 17,95,365
Recovery Amount -			
Net amount Rs Rupees Seventeen Lacs Ninety Five Thousand Three Hundred Sixty Five Only			
3 Pension Commutation	Commutation amount	Reduced rate of pension due to commutation	Commencement date of reduced pension
	Total Rs. -	-	Commutation payments date or After three month of issued Payment order, whichever is Earlier
Net amount Rs. - Rs. Rupees Nil Only			

Fig-53

10. After the document is e-signed by sanction treasury, user needs to continue with generating GRD number at the payment treasury for that kindly refer to treasury user manual → Pension module → Generating GRD number at treasury.