

User Guide

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Activation and using of Electronic Signature using e-Sign in e-Office

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Introduction

For creating electronic signatures, the signer is required to obtain a Digital Signature Certificate (DSC) from a Certifying Authority (CA) licensed by the Controller of Certifying Authorities (CCA) under the Information Technology (IT) Act, 2000. Before a CA issues a DSC, the identity and address of the signer must be verified. The private key used for creating the electronic signature is stored in hardware cryptographic token which is of one time use. This current scheme of in-person physical presence, paper document based identity & address verification and issuance of hardware cryptographic tokens does not scale to a billion people. For offering fully paperless citizen services, mass adoption of digital signature is necessary. A simple to use online service is required to allow everyone to have the ability to digitally sign electronic documents.

eSign is an online electronic signature service which can be integrated with service delivery applications via an API to facilitate an eSign user to digitally sign a document. Using authentication of the eSign user through e-KYC service, online electronic signature service is facilitated

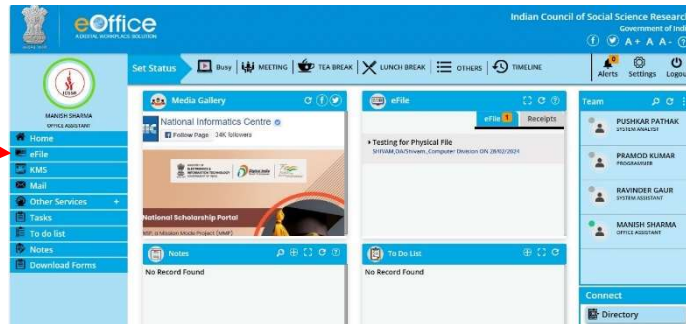
Salient Features

- **Easy and secure way to digitally sign information anywhere, anytime** - eSign is an online service for electronic signatures without using physical cryptographic token. Application service providers use e-KYC service to authenticate signers and facilitate digital signing of documents.
- **Facilitates legally valid signatures** - eSign process includes signer consent, Digital Signature Certificate issuance request, Digital Signature creation and affixing as well as Digital Signature Certificate acceptance in accordance with provisions of Information Technology Act. Comprehensive digital audit trail, in-built to confirm the validity of transactions, is also preserved.
- **Flexible and easy to implement** - eSign provides configurable authentication options in line with e-KYC service and also records the e-KYC ID used to verify the identity of the signer. The authentication options for eKYC include biometric or OTP of the e-KYC service provider. eSign enables eSign users easy access to legally valid Digital Signature service.
- **Respecting privacy** - eSign ensures the privacy of the signer by requiring that only the thumbprint (hash) of the document be submitted for signature function instead of the whole document.
- **Secure online service** - The eSign service is governed by e-authentication guidelines. While authentication of the signer is carried out using e-KYC services, the signature on the document is carried out on a backend server of the e-Sign provider. eSign services are facilitated by trusted third party service providers - currently Certifying Authorities (CA) licensed under the IT Act. To enhance security and prevent misuse, eSign user's private keys are created on Hardware Security Module (HSM) and destroyed immediately after one time use.

The steps given below should be followed to activate electronic signature in e-Office>e-File:-

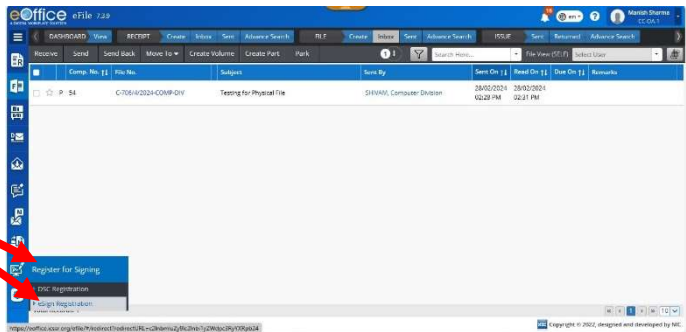
1. Login e-office portal (https://eoffice.icssr.org/) with your registered login id and password.
2. Then, Click on the “e-file” option in e-office.

Click on “E-File” option



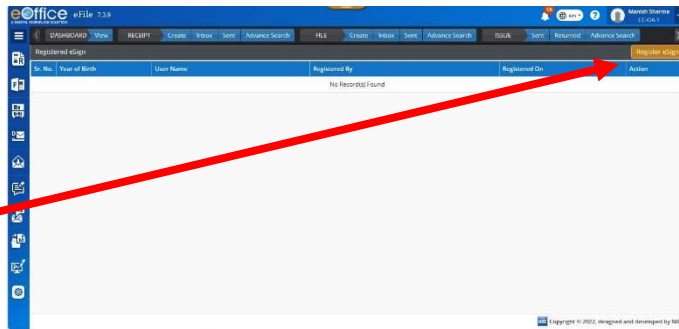
3. After that click on “register for signing” option and then click e-sign registration option.

Click on “Register for Signing” Then Click on e-sign Registration



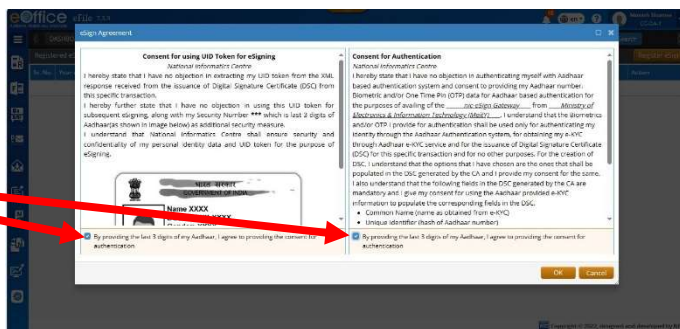
4. Then, Click on the “register esign” button on the top-right corner

Click on Register esign



5. After that, Click the both checkboxes to e-sign consent and click on ok button.

Click on Both Checkboxes then Click okay



6. After that, the page Redirect to e-sign official website

Redirect to e-sign official website



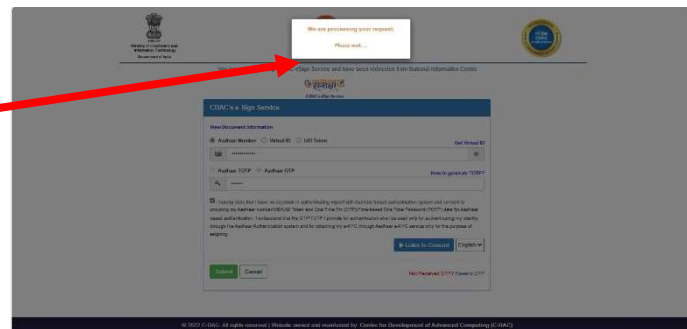
7. Then, enter your Aadhaar card (make sure your Aadhaar no. linked with active mobile number) and click on get OPT button.

Enter your Aadhaar no. and click on Get OTP



8. After wait for few minutes

Wait for few minutes to verify your Aadhaar no.



9. You get the OTP so, please enter OPT and submit then wait for few minutes again.

Enter OTP and click on submit button

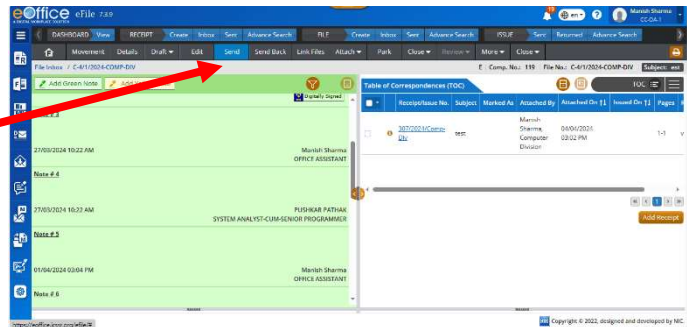


10. Last, the completion E-Sign registration then redirect to again to e-office/e-file

Following steps should be followed to use e-signature in e-file:--

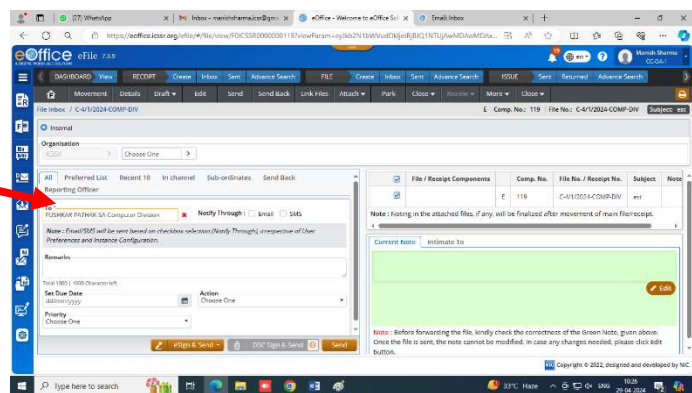
1. Open the file (Electronic) {The File you want to send with e-signature}
2. Type/Paste the content on the green noting and attached correspondence (if needed) and click on send option.

Put the note and attached correspondence and lick on send or send back



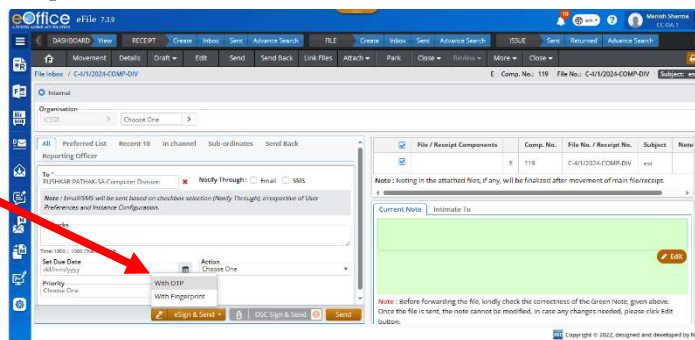
3. Then enter receiver name and add remark (if needed).

Enter the Receiver Name and add remark (if needed)



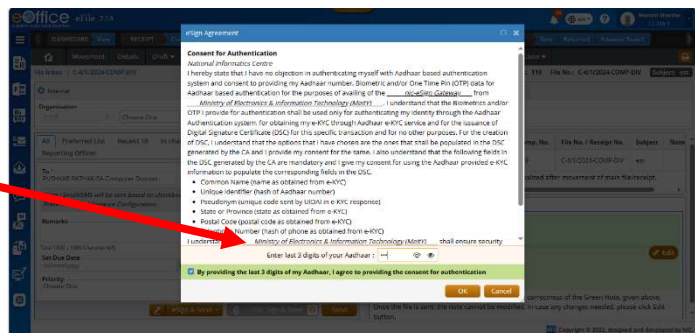
4. After that Click on the E-sign button after that you shown 2 option (with OTP and with fingerprint)
5. Then, click on “with OTP” option and proceed

Click esign & send dropdown and click “with OPT” option



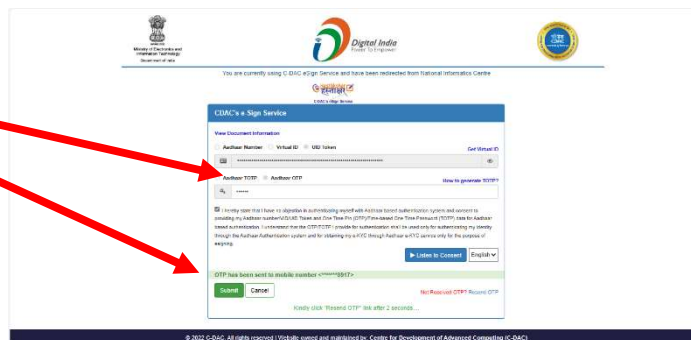
6. After that, the consent window pop-up then enter last 3 digit of Aadhaar number and click on checkbox and click on ok button.

Enter last 3 digit of your Aadhaar number in e-sign consent then click okay



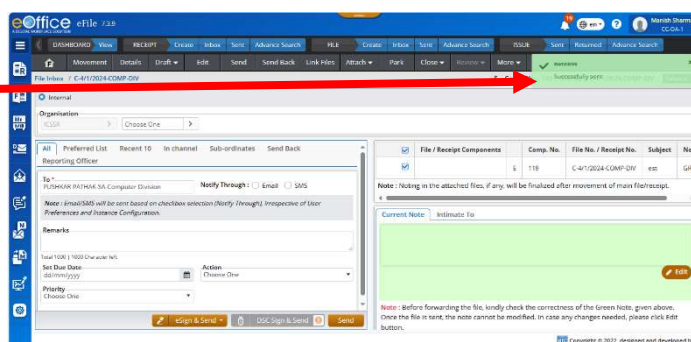
- Then, enter the received OPT (in your registered mobile number) and click on submit button then wait for few seconds.

Enter the received OPT (in your registered mobile number) and click on submit button



- After that, get notified “Successfully Sent” the E-file.

Get notified “Successfully Sent” the E-file



- Then, the verify the Esign mentioned in Noting page.

Verify the e-sign mentioned in noting page.

