



# E- SIGN USER MANUAL

**Finance Data Center  
Directorate of Treasuries, Pension and  
Entitlements  
23 Laxmi Road Dalanwala, Dehradun,  
Uttarakhand**

## Document Control Sheet

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### Courtesy

CDAC: The Centre for Development of Advanced Computing

UIDAI: Unique Identification Authority of India

### Disclaimer

The information contained in this user manual is provided solely for informational and guidance purposes only. User should, conduct his/her own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. Finance Data Center, Directorate of Treasuries, Pension and Entitlements, Department of Finance, Govt. of Uttarakhand shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of information contained in this user manual. Users are advised to refer relevant Government Orders, Financial Handbooks, and Budget Manuals etc. before making any payment through the system. In case any inaccuracies are spotted, users of this manual are requested to inform Finance Data Center by shooting an email to [treasury-dir-uk@gmail.com](mailto:treasury-dir-uk@gmail.com).

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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

E-Sign module has following 3 components:

1. **Create Virtual ID:** For E-signing the document 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.

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 Virtual Id

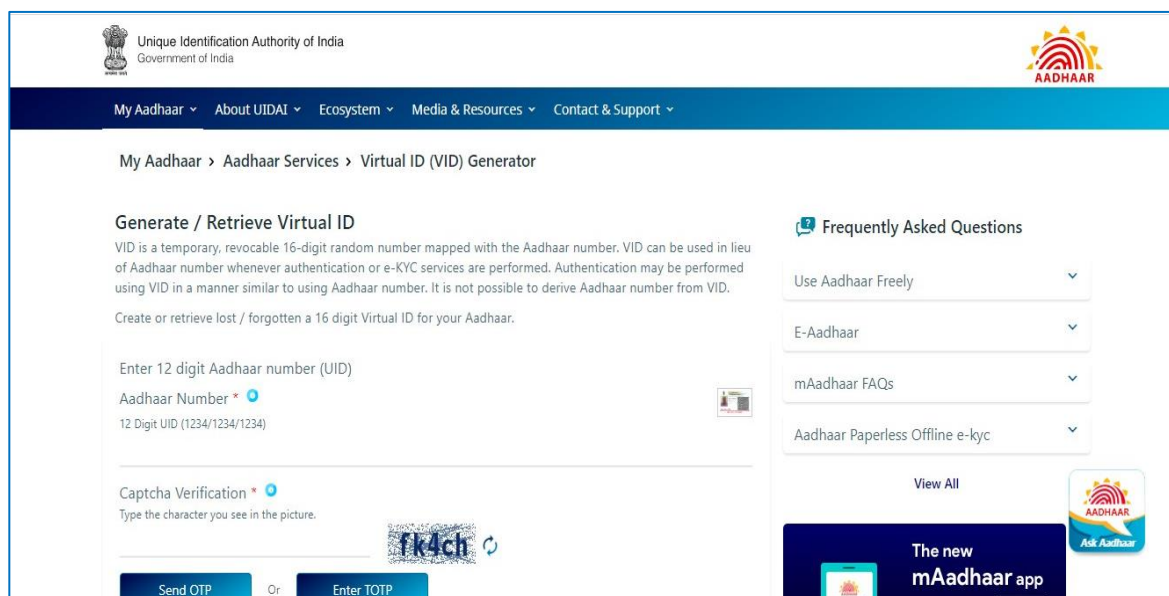
### What is Virtual ID?

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;


My Aadhaar > Aadhaar Services > Virtual ID (VID) Generator

### Generate / Retrieve Virtual ID

VID is a temporary, revocable 16-digit random number mapped with the Aadhaar number. 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.


Create or retrieve lost / forgotten a 16 digit Virtual ID for your Aadhaar.

Enter 12 digit Aadhaar number (UID)

Aadhaar Number \* 


12 Digit UID (1234/1234/1234)

5 7 2 6 8 7

Captcha Verification \* 

Type the character you see in the picture.

f k 4 c h



Or

**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;

### Generate / Retrieve Virtual ID

VID is a temporary, revocable 16-digit random number mapped with the Aadhaar number. 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.

Create or retrieve lost / forgotten a 16 digit Virtual ID for your Aadhaar.


Enter 12 digit Aadhaar number (UID)

Aadhaar Number \* 

12 Digit UID (1234/1234/1234)


5 7 2 6 8 7

Or

Enter OTP/TOTP \* 

Please enter 6 digit OTP or 8 digit TOTP.

7 2 2 3 7 1

Generate/Retrieve VID \* 


☒ Generate VID ☐ Retrieve VID

**Fig-03**

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

**Generate / Retrieve Virtual ID**

 **Your Virtual ID (VID) is sent to your registered Mobile number.**

In case you have changed your mobile number or you wish to change the registered Email you are required to get it updated in your Aadhaar as soon as possible.

[Locate an Enrollment Center](#)

[Generate Another VID](#) Or [Go to My Aadhaar](#)

Fig-04

### 4.4.2 E-Sign

For now, document E-sign facility is provided for account submission and PPO approval at treasury. 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)
  - 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)
- 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	<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
2.	Schedule Total	P	Report processed, awaiting E-Signing	61007	24-07-2020 19:04:31	<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
3.	GPF Withdrawal/Advance Bills	P	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
4.	List of Payments	P	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
5.	LOP Enclosure III	P	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
6.	Paid Cheque	P	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
7.	GA Report	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
8.	Schedule Total	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
9.	Loan Schedule	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
10.	Cash Account	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
11.	Headwise GPF Oth. Class IV	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
12.	GPF Cash Deposit	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
13.	7610 Account Head Wise	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
14.	B009 - GPF Headwise Receipt	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
15.	B011 - GIS Headwise Receipt	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
16.	GPF Schedule	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>
17.	GPF Schedule - AIS	R	Report not yet processed.			<a href="#">E-Sign Document</a>	<a href="#">View Document</a>	<a href="#">View E-Sign Logs</a>

Action ::

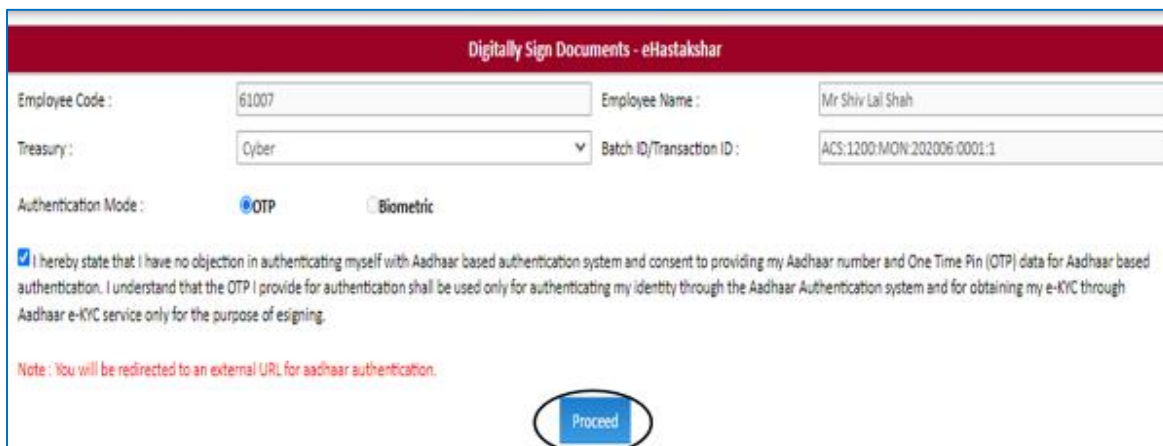
Approve

Remarks ::

Save Action

Fig-05

- 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.

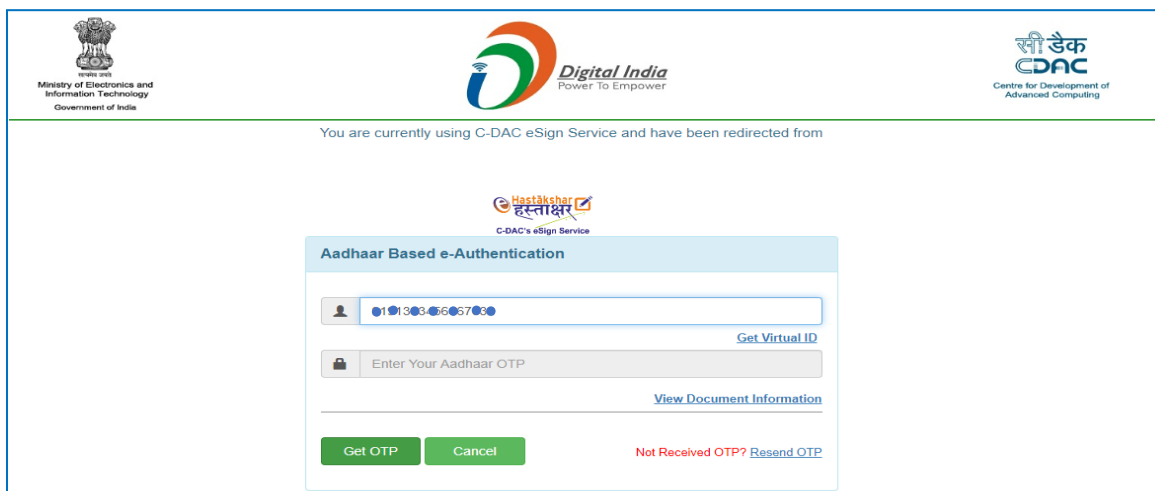


**Fig-06**

- 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 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**

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- 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.

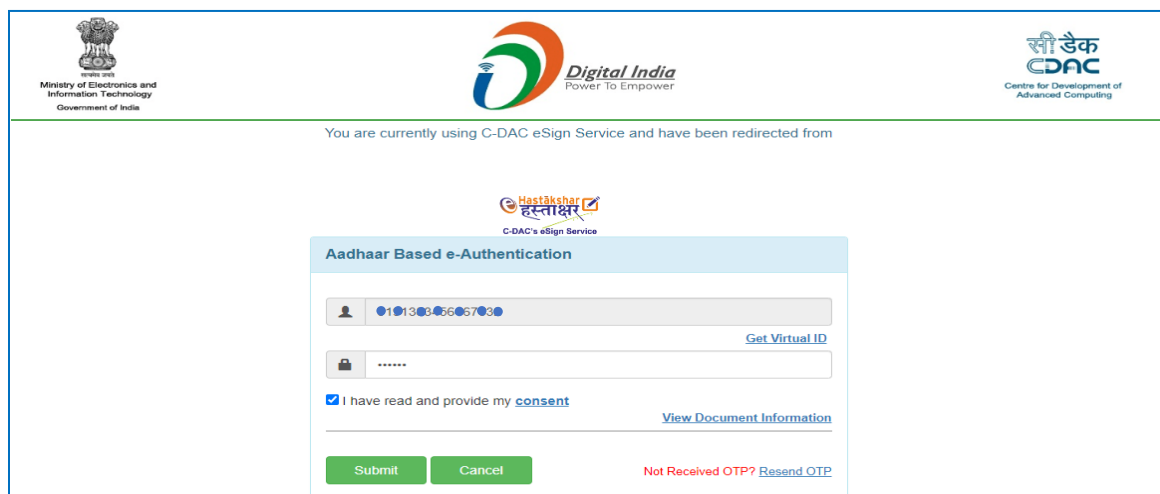


Fig-08

- 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 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.	Headvisw 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

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6. 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

SLNo.	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 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.	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-NIC2020-07-14T18:59:22	Successfully Signed	ESN/XXXX/XXXX/202007/0014

Fig-10

7. 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 **4.4.3 Validate Signature**

Treasury : 0100-Dehradun

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

Signature Not Verified

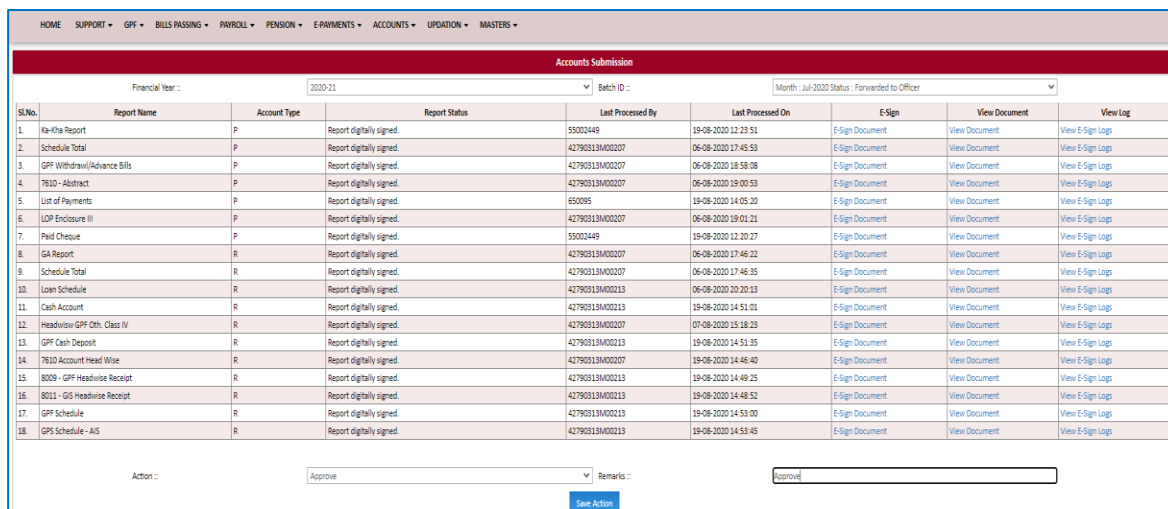
Digitally signed by Date: 14-07-2020 10:43:29  
 Reason : E-Approval  
 Location: Dehradun Treasury  
 Date and Time: 14-07-2020 16:20:55

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										
B00300001	0030021020200	809396 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 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0	
Dehradun DDO Name			Judges	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0	
: 4275 : Chief				Cycle Loan	0 Cycle Amt	0	Stap Duty Amt	0 Dept Rec Amt	0	
Treasury Officer				MLA Adv	0 MLA Amt	0	Testing Charges	0 Jail Amt	0	
Dehradun										
				AIS HBA	0 AIS HBA	0		MLA HBA Amt	0	
Daily Total (04-JUL-2020) :			809396 Savings	0 Class IV	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0	
			20723 Insurance	0 Class III	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0	
			788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	Labour Amt	0 RTI Amt	0	
			Judges	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0	
				Cycle Loan	0 Cycle Amt	0	Stap Duty Amt	0 Dept Rec Amt	0	
				MLA Adv	0 MLA Amt	0	Testing Charges	0 Jail Amt	0	
				AIS HBA	0 AIS HBA	0		MLA HBA Amt	0	
Month Total (0030) :			809396 Savings	0 Class IV	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0	
			20723 Insurance	0 Class III	0 HBR	0 NPS Amt	0 Royalty Mines	0 HRR Amt	0	
			788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	Labour Amt	0 RTI Amt	0	
			Judges	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0	
				Cycle Loan	0 Cycle Amt	0	Stap Duty Amt	0 Dept Rec Amt	0	
				MLA Adv	0 MLA Amt	0	Testing Charges	0 Jail Amt	0	

Fig-11

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8. 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.

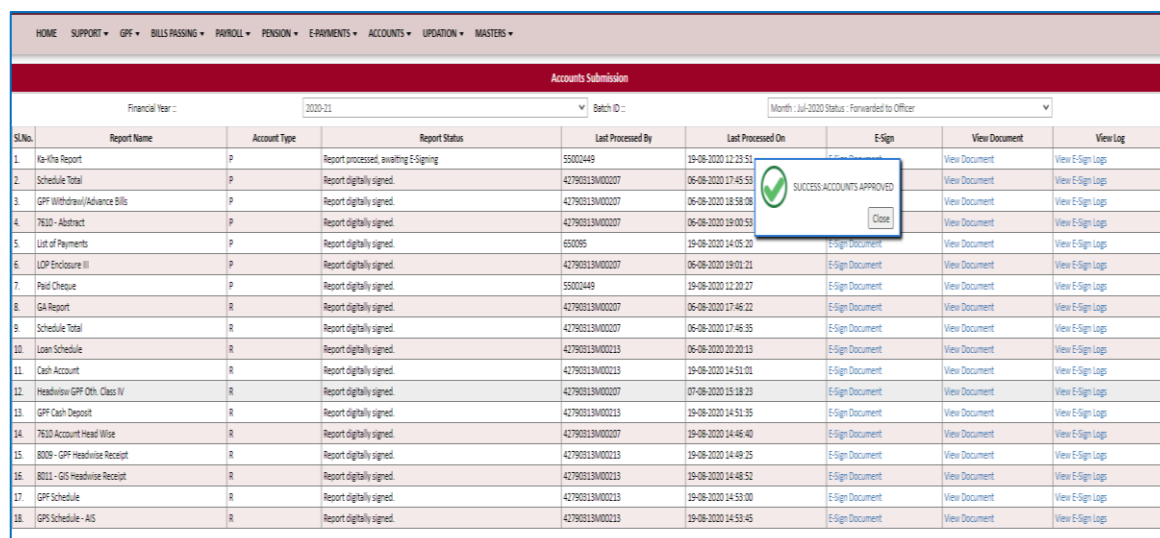


Sl.No.	Report Name	Account Type	Report Status	Last Processed By	Last Processed On	E-Sign	View Document	View Log
1.	Ka-Kha Report	P	Report digitally signed.	55002449	19-08-2020 12:23:51	E-Sign Document	View Document	View E-Sign Log
2.	Schedule Total	P	Report digitally signed.	42790313M00207	06-08-2020 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.	Headview 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.	GPS Schedule - AIS	R	Report digitally signed.	42790313M00213	19-08-2020 14:53:45	E-Sign Document	View Document	View E-Sign Log

Action :  Remarks :

Fig-12

9. 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	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.	Headview 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.	GPS Schedule - AIS	R	Report digitally signed.	42790313M00213	19-08-2020 14:53:45	E-Sign Document	View Document	View E-Sign Log

Fig-13

10. 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.



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

**Fig-14**

- | <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Treasury : 0100-Dehradun</div> <div> <div>INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND</div> <div>VITTIYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444</div> <div>PRAPATRA SANKHYA 47 :- VYAY POSTING PANJLIKA-KHA) :- Jul-2020</div> </div> <div> <div>Signature valid</div> <div> <div>Digitaly signed Date Name: 07-2020 10:43:29</div> <div>Reason : E-Approval</div> <div>Location: Dehradun Treasury</div> <div>Date and Time: 14-07-2020 16:20:55</div> </div> </div> </div> |                         |        |            |             |             |             |              |                 |                    |                |   |
|--|-------------------------|--------|------------|-------------|-------------|-------------|--------------|-----------------|--------------------|----------------|---|
| 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  |                         |        |            |             |             |             |              |                 |                    |                |   |
| B00300001  | 0030021020200           |        | 809398     | Savings     | 0 Class IV  | 0 HBA       | 0 HBA        | 0 Income Tax    | 20723 Royalty      | 0 Vehicle Amt  | 0 |
| 4275   | 0030021020200-<br>Voted |        | 20723      | Insurance   | 0 Class III | 0 HBR       | 0 HBR        | 0 NPS Amt       | 0 Royalty Mines    | 0 HRR Amt      | 0 |
| Treasury : 0100 -<br>Dehradun DDO Name<br>: 4275 - Chief<br>Treasury Officer<br>Dehradun   |                         | 788675 | AIS        | 0 AIS       | 0 Motor Amt | 0 Motor Amt | 0            | 0               | Labour Amt         | 0 RTI Amt      | 0 |
|  |                         |        |            | Judges      | 0 Car Loan  | 0 Car Amt   | 0            | 0               | Ex Duty Amt        | 0 Health Amt   | 0 |
|  |                         |        |            |             | Cycle Loan  | 0 Cycle Amt | 0            | 0               | Stap Duty Amt      | 0 Dept Rec Amt | 0 |
|  |                         |        |            |             | MLA Adv     | 0 MLA Amt   | 0            | 0               | Testing<br>Charges | 0 Jail Amt     | 0 |
|  |                         |        |            |             | AIS HBA     | 0 AIS HBA   | 0            | 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              | 0 |
|  |                         | 20723  | Insurance  | 0 Class III | 0 HBR       | 0 HBR       | 0 NPS Amt    | 0 Royalty Mines | 0 HRR Amt          | 0              | 0 |
|  |                         | 788675 | AIS        | 0 AIS       | 0 Motor Amt | 0 Motor Amt | 0            | 0               | Labour Amt         | 0 RTI Amt      | 0 |
|  |                         |        |            | Judges      | 0 Car Loan  | 0 Car Amt   | 0            | 0               | Ex Duty Amt        | 0 Health Amt   | 0 |
|  |                         |        |            |             | Cycle Loan  | 0 Cycle Amt | 0            | 0               | Stap Duty Amt      | 0 Dept Rec Amt | 0 |
|  |                         |        |            |             | MLA Adv     | 0 MLA Amt   | 0            | 0               | Testing<br>Charges | 0 Jail Amt     | 0 |
|  |                         |        |            |             | AIS HBA     | 0 AIS HBA   | 0            | 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              | 0 |
|  |                         | 20723  | Insurance  | 0 Class III | 0 HBR       | 0 HBR       | 0 NPS Amt    | 0 Royalty Mines | 0 HRR Amt          | 0              | 0 |
|  |                         | 788675 | AIS        | 0 AIS       | 0 Motor Amt | 0 Motor Amt | 0            | 0               | Labour Amt         | 0 RTI Amt      | 0 |
|  |                         |        |            | Judges      | 0 Car Loan  | 0 Car Amt   | 0            | 0               | Ex Duty Amt        | 0 Health Amt   | 0 |
|  |                         |        |            |             | Cycle Loan  | 0 Cycle Amt | 0            | 0               | Stap Duty Amt      | 0 Dept Rec Amt | 0 |
|  |                         |        |            |             | MLA Adv     | 0 MLA Amt   | 0            | 0               | Testing<br>Charges | 0 Jail Amt     | 0 |
|  |                         |        |            |             | AIS HBA     | 0 AIS HBA   | 0            | 0               |                    | MLA HBA Amt    | 0 |

Prepared By:.....  
 Signature

Checked By:.....  
 Signature

Signature Of The Treasury Officer:.....  
 Treasury Officer

**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).

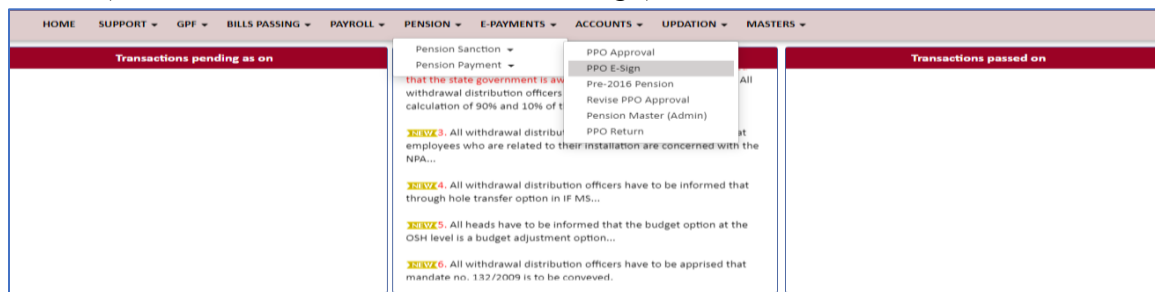


Fig-16

- 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

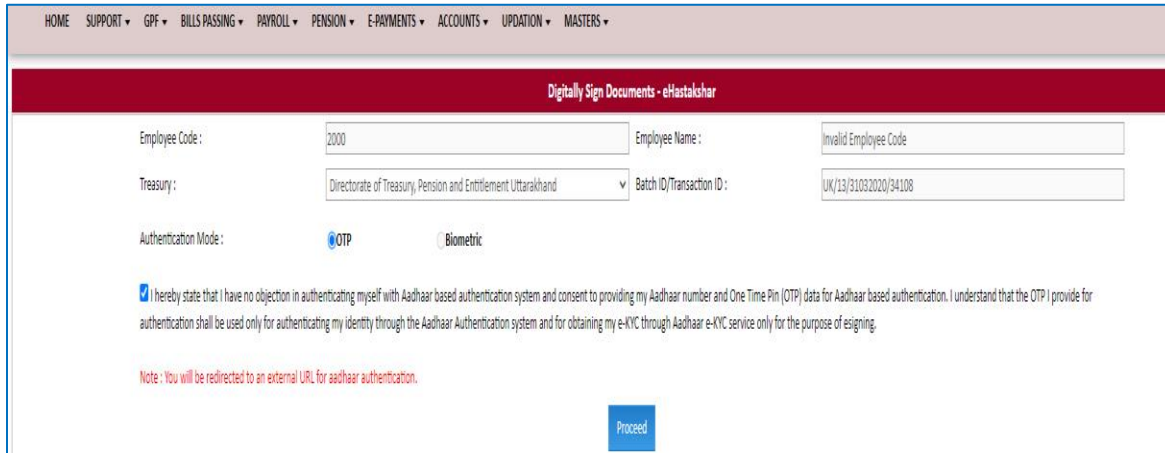
Fig-17

- 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.	
<a href="#">View PPO</a> <a href="#">Proceed to E-Sign</a> <a href="#">Back</a>					
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 : 2000 Employee Name : Invalid Employee Code

Treasury : Directorate of Treasury, Pension and Entitlement Uttarakhand Batch ID/Transaction ID : UK/13/01032020/34108

Authentication Mode : ☒ OTP ☐ Biometric

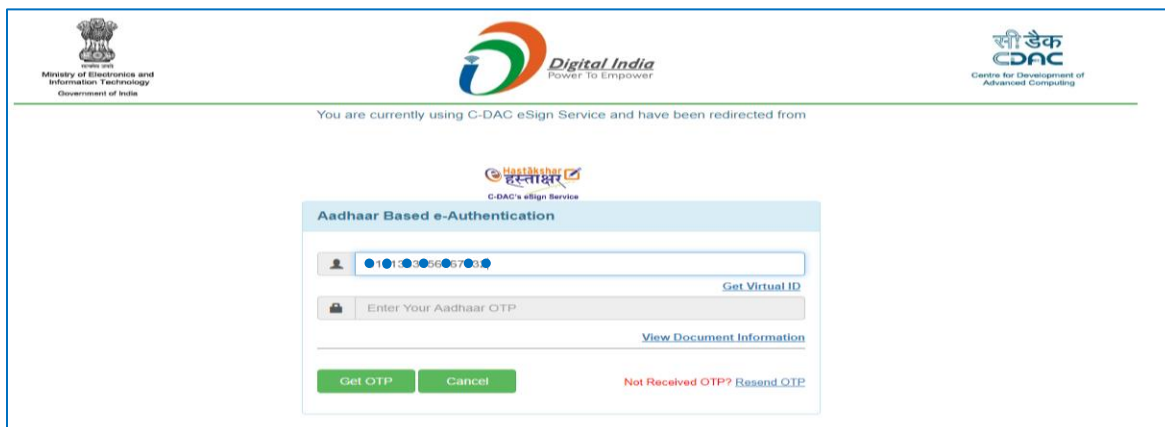
☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of signing.

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

[Proceed](#)

**Fig-19**

- 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.



Ministry of Electronics and Information Technology Government of India

Digital India Power To Empower

सी डी ई सी डी ई C-DAC Centre for Development of Advanced Computing

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

**Hastakshar** हस्ताक्षर C-DAC's eSign Service

**Aadhaar Based e-Authentication**

[Get Virtual ID](#)

Enter Your Aadhaar OTP

[View Document Information](#)

[Get OTP](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

**Fig-20**

- 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.

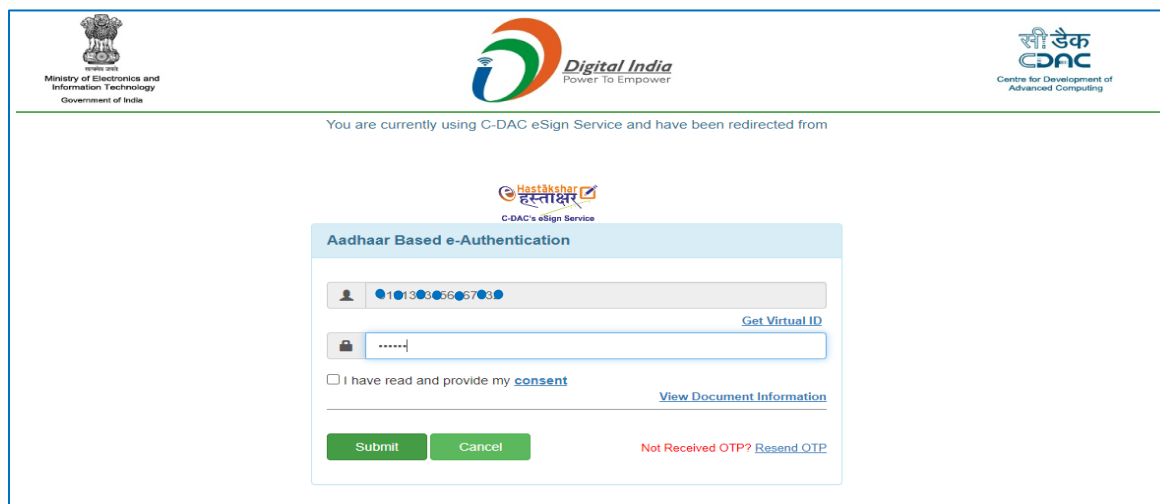
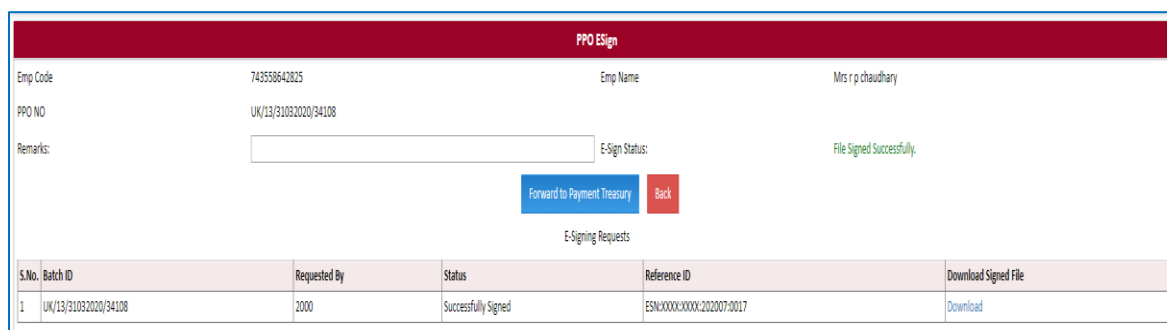


Fig-21


- 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.



S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File
1	UK/13/31032020/34108	2000	Successfully Signed	ESN:XXXXXX:202007:0017	<a href="#">Download</a>

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 [4.4.3 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 <b>CTO/Sr.TO/TO</b> <b>Nainital, Nainital</b>			
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 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-23

8. 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.

#### 4.4.3 Validate Signature

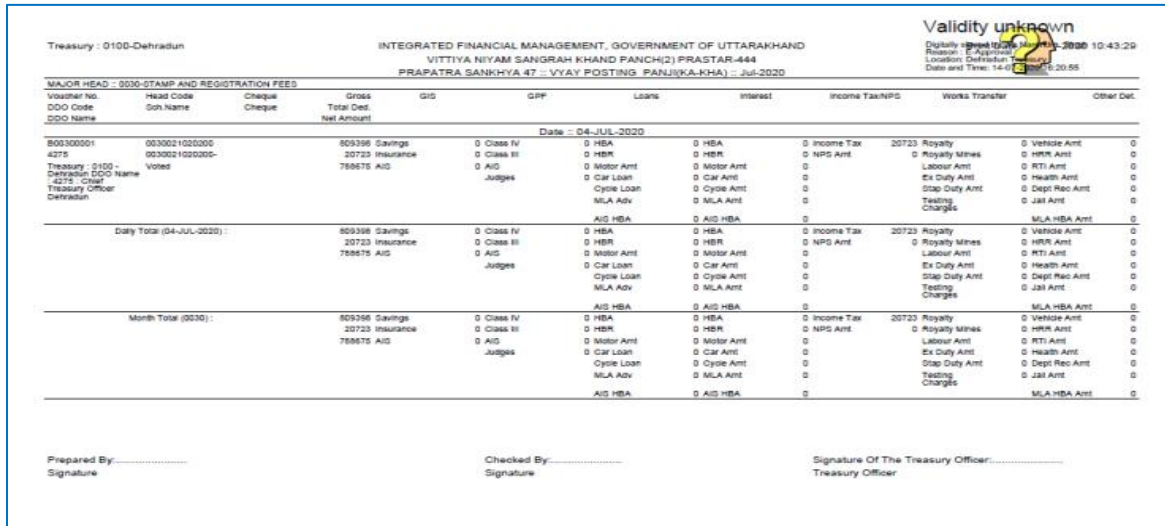
To ensure that Digital Signatures are valid when you open a PDF and verification details appear with the signature. When Digital Signatures are validated, an icon appears in the document message bar to indicate the signature status. Additional status details appear in the Signatures panel and in the 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.

# E- Sign User Manual

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

INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND  
VITTYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444  
PRAPATRA SANKHYA 47 - VVAY POSTING PANJIKAKHA) : Jul-2020

Validity unknown  
Digitally signed by 0100-Dehradun, DN: cn=0100-Dehradun, o=Government of Uttarakhand, ou=Uttarakhand, email=0100-Dehradun@uttarakhand.gov.in, c=IN, date=2020.07.04, time=10:43:29, reason=Certificate is not available for this document. Location: Dehradun, Date and Time: 14-07-2020 10:43:29.55

MAJOR HEAD - 0000-STAMP AND REGISTRATION FEES	Head Code	Head Name	Cheque	Gross Total Det. Net Amount	GID	GPF	Loans	Interest	Income Tax/NPS	Works Transfer	Other Det.
00030001	0030021020200	0030021020200	0030021020200	803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
4275	0030021020200	0030021020200	0030021020200	20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HPR Amt	0
Treasury : 0100 - Dehradun	0030021020200	0030021020200	0030021020200	788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
4275 - Chief Treasury Officer Dehradun	0030021020200	0030021020200	0030021020200		0 AIS	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Cycle Loan	0 Cycle Amt	0	Slap Duty Amt	0 Dept Rec Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 ML A Adv	0 ML A Amt	0	Testing Charges	0 Jail Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 HBA	0 HBA	0	ML A HBA Amt		0
Daily Total (04-JUL-2020)	0030021020200	0030021020200	0030021020200	803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
	0030021020200	0030021020200	0030021020200	20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HPR Amt	0
	0030021020200	0030021020200	0030021020200	788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Cycle Loan	0 Cycle Amt	0	Slap Duty Amt	0 Dept Rec Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 ML A Adv	0 ML A Amt	0	Testing Charges	0 Jail Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 HBA	0 HBA	0	ML A HBA Amt		0
Month Total (0030)	0030021020200	0030021020200	0030021020200	803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
	0030021020200	0030021020200	0030021020200	20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HPR Amt	0
	0030021020200	0030021020200	0030021020200	788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Cycle Loan	0 Cycle Amt	0	Slap Duty Amt	0 Dept Rec Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 ML A Adv	0 ML A Amt	0	Testing Charges	0 Jail Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 HBA	0 HBA	0	ML A HBA Amt		0

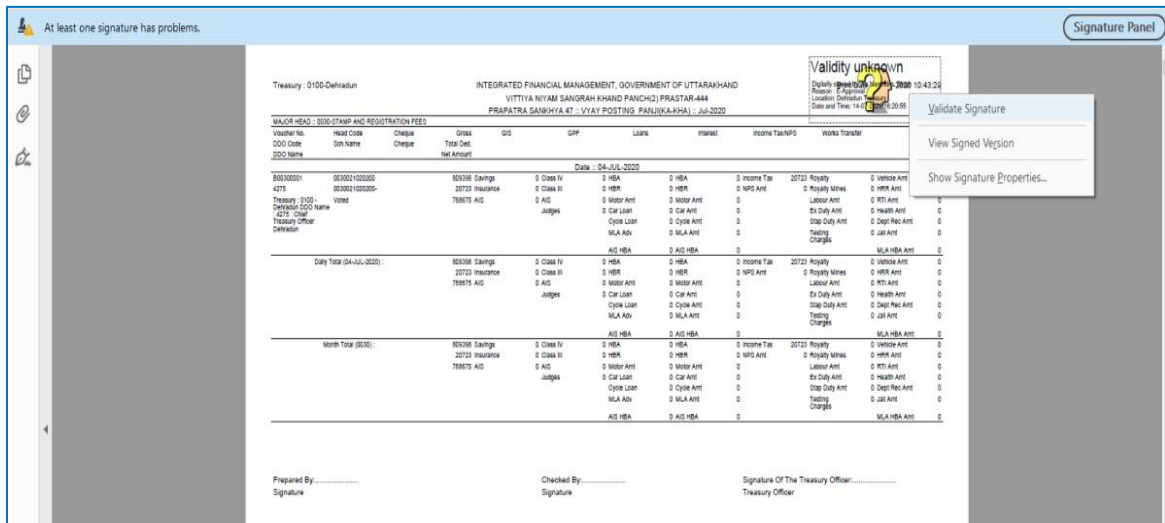
Prepared By: \_\_\_\_\_  
Signature

Checked By: \_\_\_\_\_  
Signature

Signature Of The Treasury Officer: \_\_\_\_\_  
Treasury Officer

Fig-24

2. 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.



At least one signature has problems.

Signature Panel

Validity unknown  
Digitally signed by 0100-Dehradun, DN: cn=0100-Dehradun, o=Government of Uttarakhand, ou=Uttarakhand, email=0100-Dehradun@uttarakhand.gov.in, c=IN, date=2020.07.04, time=10:43:29, reason=Certificate is not available for this document. Location: Dehradun, Date and Time: 14-07-2020 10:43:29.55

Validate Signature  
View Signed Version  
Show Signature Properties...

Treasury : 0100-Dehradun

INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND  
VITTYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444  
PRAPATRA SANKHYA 47 - VVAY POSTING PANJIKAKHA) : Jul-2020

MAJOR HEAD - 0000-STAMP AND REGISTRATION FEES	Head Code	Head Name	Cheque	Gross Total Det. Net Amount	GID	GPF	Loans	Interest	Income Tax/NPS	Works Transfer	Other Det.
00030001	0030021020200	0030021020200	0030021020200	803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
4275	0030021020200	0030021020200	0030021020200	20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HPR Amt	0
Treasury : 0100 - Dehradun	0030021020200	0030021020200	0030021020200	788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
4275 - Chief Treasury Officer Dehradun	0030021020200	0030021020200	0030021020200		0 AIS	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Cycle Loan	0 Cycle Amt	0	Slap Duty Amt	0 Dept Rec Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 ML A Adv	0 ML A Amt	0	Testing Charges	0 Jail Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 HBA	0 HBA	0	ML A HBA Amt		0
Daily Total (04-JUL-2020)	0030021020200	0030021020200	0030021020200	803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
	0030021020200	0030021020200	0030021020200	20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HPR Amt	0
	0030021020200	0030021020200	0030021020200	788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Cycle Loan	0 Cycle Amt	0	Slap Duty Amt	0 Dept Rec Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 ML A Adv	0 ML A Amt	0	Testing Charges	0 Jail Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 HBA	0 HBA	0	ML A HBA Amt		0
Month Total (0030)	0030021020200	0030021020200	0030021020200	803398 Savings	0 Class IV	0 HBA	0 HBA	0 Income Tax	20723 Royalty	0 Vehicle Amt	0
	0030021020200	0030021020200	0030021020200	20723 Insurance	0 Class III	0 HBR	0 HBR	0 NPS Amt	0 Royalty Mines	0 HPR Amt	0
	0030021020200	0030021020200	0030021020200	788675 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 Cycle Loan	0 Cycle Amt	0	Slap Duty Amt	0 Dept Rec Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 ML A Adv	0 ML A Amt	0	Testing Charges	0 Jail Amt	0
	0030021020200	0030021020200	0030021020200		0 AIS	0 HBA	0 HBA	0	ML A HBA Amt		0

Prepared By: \_\_\_\_\_  
Signature

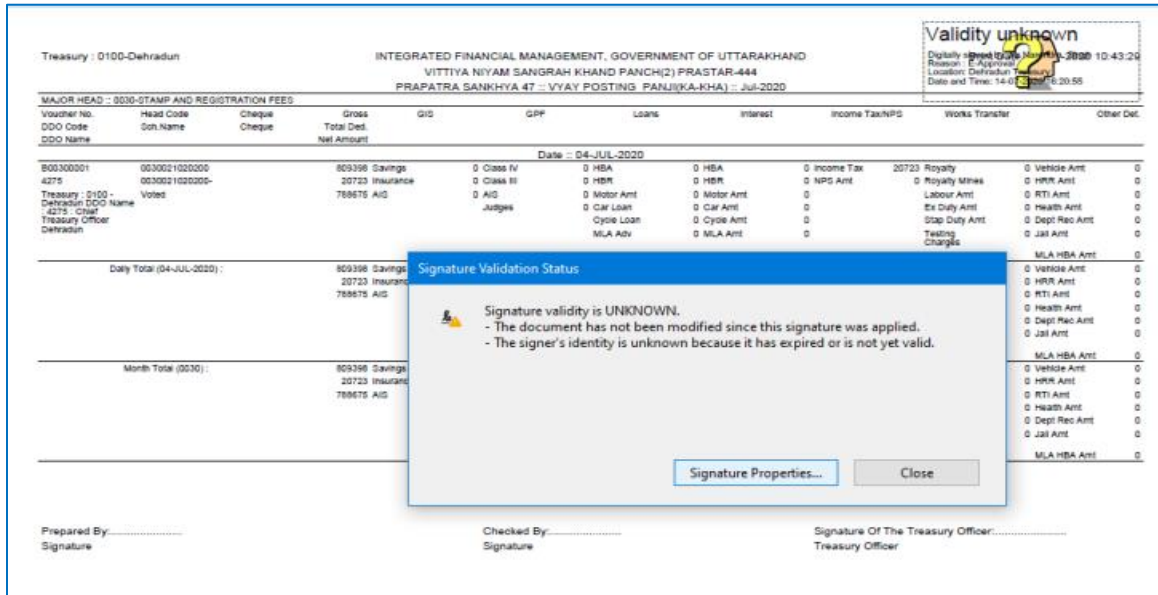
Checked By: \_\_\_\_\_  
Signature

Signature Of The Treasury Officer: \_\_\_\_\_  
Treasury Officer

Fig-25

## E- Sign User Manual

- 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.



Treasury : 0100-Dehradun

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

Validity unknown  
Digitally signed by 0100-Dehradun, DN: cn=0100-Dehradun, o=Uttarakhand, ou=Uttarakhand, email=0100-Dehradun@uttarakhand.gov.in, c=IN, Date and Time: 2020/07/14 16:20:55

Voucher No.	Head Code	Cheque	Gross Total Ded.	Net Amount
800300001	0030021020200	809398 Savings	0	0
4275	0030021020200	20723 Insurance	0	0
Treasury : 0100-Dehradun	Voted	788675 AIG	0	0
4275 - Chief			0	0
Treasury Officer			0	0
Dehradun			0	0

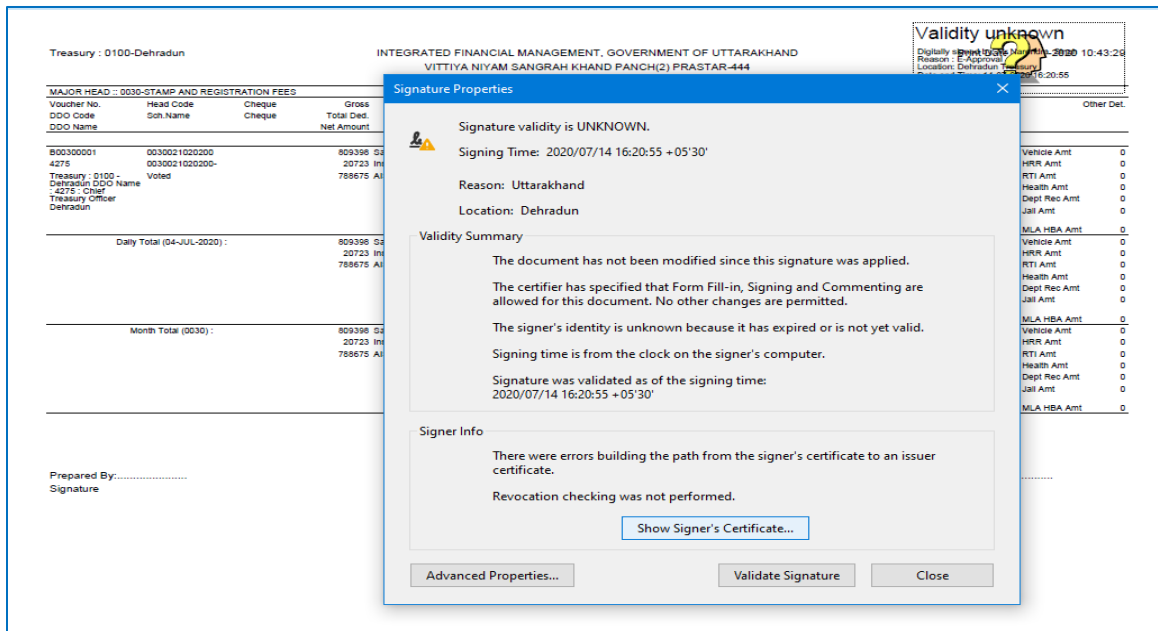
Signature Validation Status

Signature validity is UNKNOWN.  
- The document has not been modified since this signature was applied.  
- The signer's identity is unknown because it has expired or is not yet valid.

Signature Properties... Close

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.



Treasury : 0100-Dehradun

INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND  
VITTIYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444

Validity unknown  
Digitally signed by 0100-Dehradun, DN: cn=0100-Dehradun, o=Uttarakhand, ou=Uttarakhand, email=0100-Dehradun@uttarakhand.gov.in, c=IN, Date and Time: 2020/07/14 16:20:55

Voucher No.	Head Code	Cheque	Gross Total Ded.	Net Amount
800300001	0030021020200	809398 Savings	0	0
4275	0030021020200	20723 Insurance	0	0
Treasury : 0100-Dehradun	Voted	788675 AIG	0	0
4275 - Chief			0	0
Treasury Officer			0	0
Dehradun			0	0

Signature Properties

Signature validity is UNKNOWN.  
Signing Time: 2020/07/14 16:20:55 +05'30'  
Reason: Uttarakhand  
Location: Dehradun

Validity Summary

The document has not been modified since this signature was applied.  
The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.  
The signer's identity is unknown because it has expired or is not yet valid.  
Signing time is from the clock on the signer's computer.  
Signature was validated as of the signing time: 2020/07/14 16:20:55 +05'30'

Signer Info

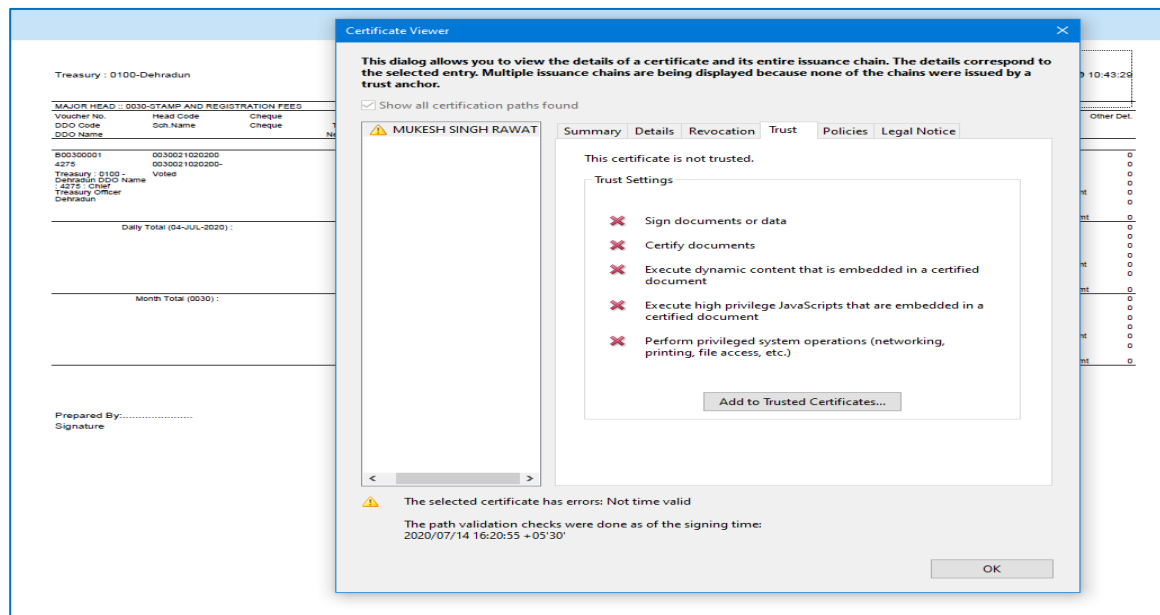
There were errors building the path from the signer's certificate to an issuer certificate.  
Revocation checking was not performed.

Show Signer's Certificate...

Advanced Properties... Validate Signature Close

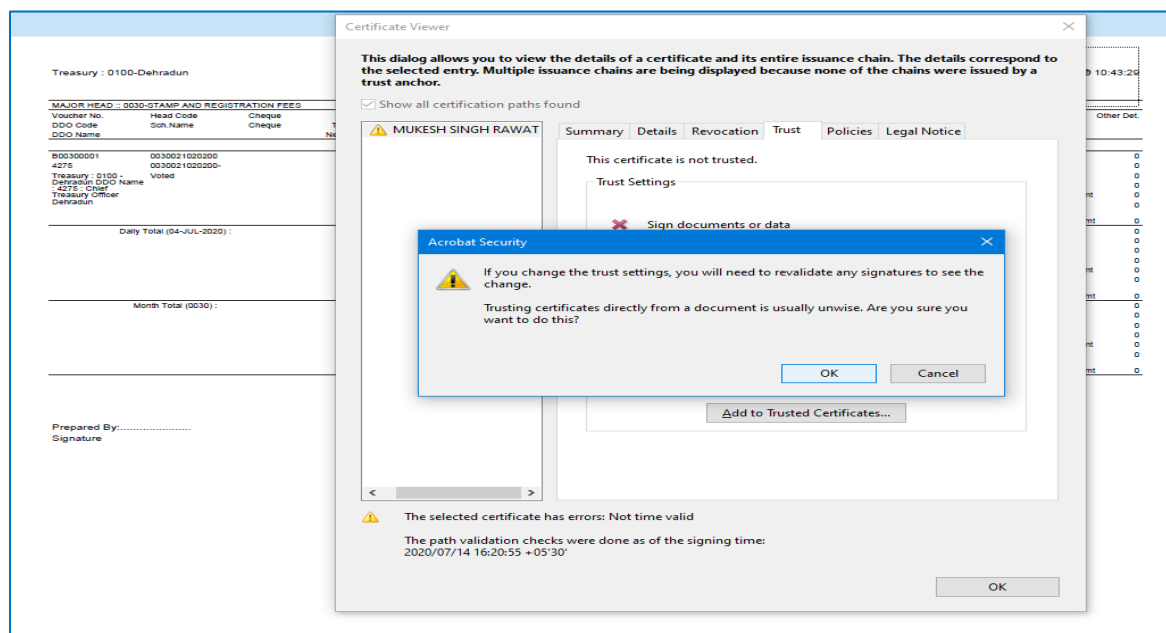
Fig-27

- 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.

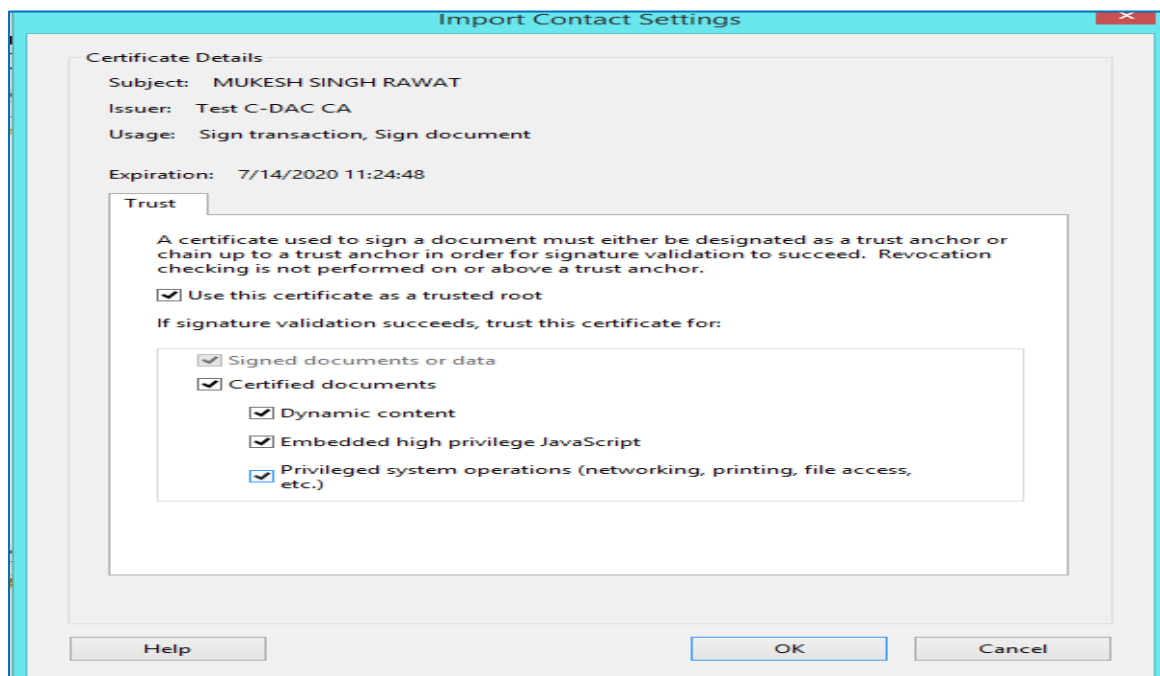


Fig-30

- 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.

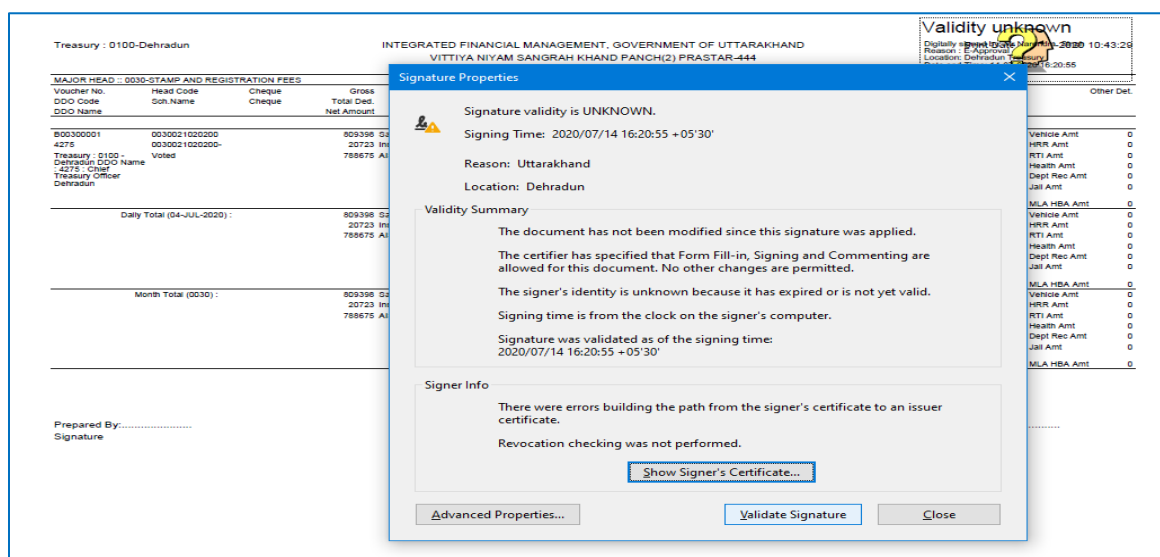


Fig-31

# E- Sign User Manual

- 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.

Treasury : 0100-Dehradun		INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND										Signature valid	
		VITTIYA NIYAM SANGRAH KHAND PANCH(2) PRASTAR-444										Digitally signed by: 0100-Dehradun, 2020.07.20 10:43:29	
		PRAPATRA SANKHYA 47 :: VYAY POSTING PANJIK(KA-KHA) :: Jul-2020										Reason : E-Approval	
												Location: Dehradun	
												Date and Time: 14-07-2020 16:20:55	
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													
B00300001	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 AIS	0 AIS	0 Motor Amt	0 Motor Amt	0	Labour Amt	0 RTI Amt	0			
Dehradun DDO Name				Judges	0 Car Loan	0 Car Amt	0	Ex Duty Amt	0 Health Amt	0			
: 4275 : Chair					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					AIS HBA	0 AIS HBA	0	Chargis	0	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			
					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			
					AIS HBA	0 AIS HBA	0	Chargis	0	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			
					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			
					AIS HBA	0 AIS HBA	0	Chargis	0	0			
					AIS HBA	0 AIS HBA	0	Chargis	0	0			

Prepared By:.....

Signature

Checked By:.....

Signature

Signature Of The Treasury Officer:.....

Treasury Officer

Fig-32