



SGHS OPD and E- SIGN USER MANUAL

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

Document Control Sheet

Sr.No.	Version	Authors	Reviewed by	Guided By	Issue Date
1	V1.0	Ms Shivanshi Joshi	1. Mr G D Belwal	Mr M K Pandey (Assistant Director)	15.03.2021

Release 1.0 March, 2021

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.

Table of Contents

1. Introduction	4
1.1 Purpose of this document	4
1.2 Scope	4
1.3 Points of Contact	4
2. Instructions	5
2.1 General instructions	5
2.2 User id and Password.....	5
2.3 Single Sign On	5
2.4 Automatic handling of change of role and place	5
2.5 Cyber Security.....	5
3. Description and Steps	6
3.1. How to access the IFMS Software.....	6
3.2 Logging-onto the Web Application	6
3.3 Components of SGHS OPD Bill and E-Signing	6
3.4.1 Virtual Id	7
3.4.2 Creating SGHS OPD Bill	8
3.4.2.1 Create Bill	8
3.4.2.2 Uploading Document	13
3.4.2.3 Submit Bill.....	15
3.4.2.4 Print Bill	16
3.4.3 Approval.....	17
3.4.4 E-Signing Bill	24
3.4.5 Validate Signature	28

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

The objective of SGHS is to reduce catastrophic health expenditure, improve access to quality health care, reduce unmet needs and reduce out of pocket healthcare expenditures of Government Employee and Pensioners and Remaining Population that are Beneficiary Family Unit. These eligible Atal Ayushman Uttarakhand beneficiary families will be provided coverage for secondary, tertiary and day care procedures (as applicable) for treatment of diseases and medical.

Government Employee and Pensioners, Beneficiary Family Unit refers to those eligible families including all its members which are Government Employees & pensioners of Uttarakhand, Government Employee & pensioners of Corporations/Authorities and any other Government aided entity and Organizations of Uttarakhand Government those who have paid member contribution.

For now, the golden cards provided to the State Government employees and pensioners covers IPD charges (that is a unit of a hospital or a healthcare facility where patients are admitted for medical conditions that require appropriate care and attention. An Inpatient Department of the hospital is equipped with beds, medical equipment's, round the clock availability of doctors and nurses) and where as for OPD charges (that is Outpatient Department treatment refers to those cases when the treatment and diagnosis of the ailment is done on advice of a medical practitioner or doctor, by simply visiting their clinic or any other consultation room) reimbursement is made to the employee or pensioner using SGHS OPD menu along with this the bill created using this menu is digitally signed by the DDO 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 for creating bill against SGHS OPD and has all the details regarding E-Sign the created bill which is helpful for users. This document expresses 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 Department of Uttarakhand. Separate user manuals have been/are being prepared for other aspects of IFMS software.

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. Instructions

2.1 General instructions

IFMS 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

2.2 User id and Password

To work on IFMS and 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.

2.3 Single Sign On

IFMS provide single sign on facility which means any 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.

2.4 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.

2.5 Cyber Security

IFMS 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.

3. Description and Steps

3.1. How to access the IFMS Software

IFMS software can be accessed by using URL <https://cts.uk.gov.in/>. 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. Login page of IFMS appears as shown below:

3.2 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.

3.3 Components of SGHS OPD Bill and E-Signing

SGHS bill and E-Signing module has following 5 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. Create SGHS OPD Bill: In order to create reimbursement bill against OPD that is treatment refers to those cases when the treatment and diagnosis of the ailment is done on advice of a medical practitioner or doctor, by simply visiting their clinic or any other consultation room.

3. Approval: All the bills, pension paper or change statements goes through the process of approval from initial level to higher level (i.e., from operator→supervisor→officer) is done by approval module.

4. E-Sign Bill: Once the user has approved the bill it is to be e-signed by the officer, once the officer e-sign the bill than only he/she can push it to Ayushman department for initiating payment.

Note: For now, E-signing bill facility is only provided for Sales Tax Refund bill and SGHS OPD thus it is mandatory for officers (departmental) to have access to his/her virtual id in order to e-sign the document. If in case user have id generated from before he/she may use that id, user may skip the part of creating new virtual id and continue with creating SGHS OPD bill. For those users who doesn't have his/her virtual id should follow the steps from creating Virtual Id. Creating virtual id is one time process.

Let us learn how the DDO can create the SGHS OPD reimbursement bill and officers can E-Sign the created bill:

Execution steps: Create virtual ID→ Create SGHS OPD bill→ Approve the bill from all the three levels→ E-sign the bill→ Validate Signature→

3.4.1 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,

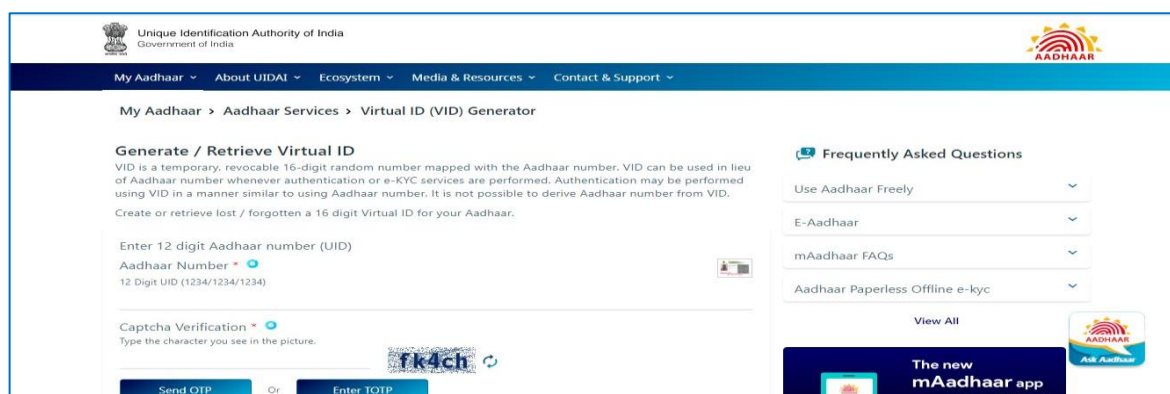


Fig-001

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;

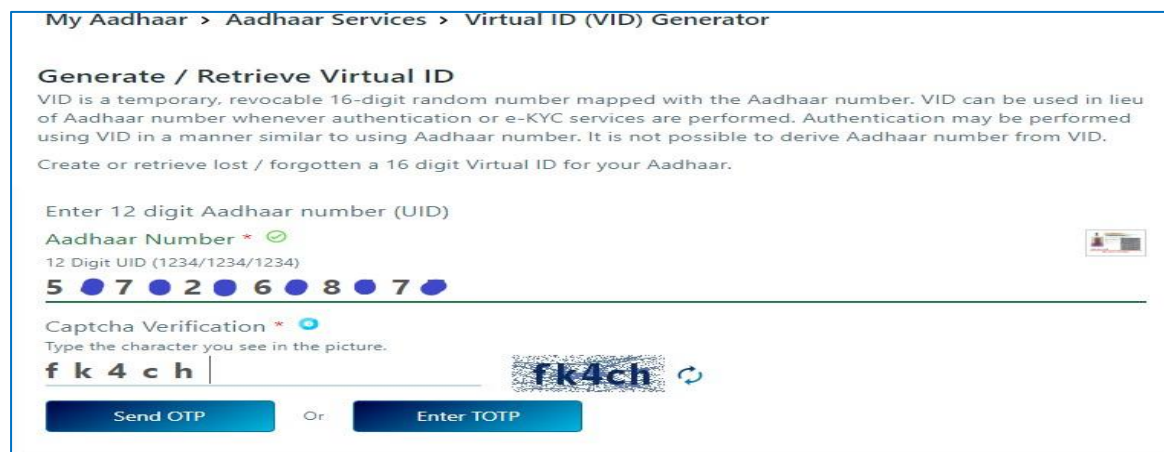
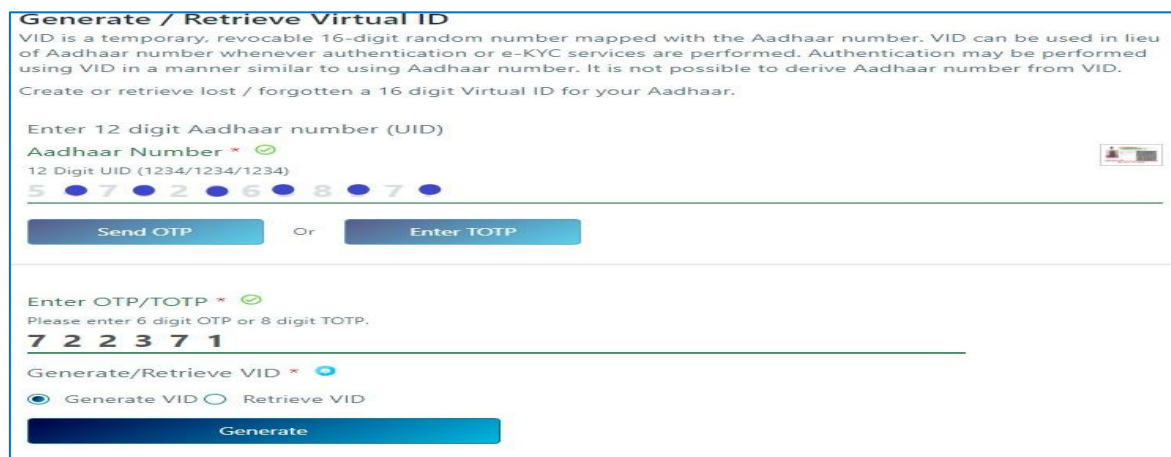


Fig-002

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

[Send OTP](#) Or [Enter TOTP](#)

Enter OTP/TOTP * ✔

Please enter 6 digit OTP or 8 digit TOTP.

7 2 2 3 7 1

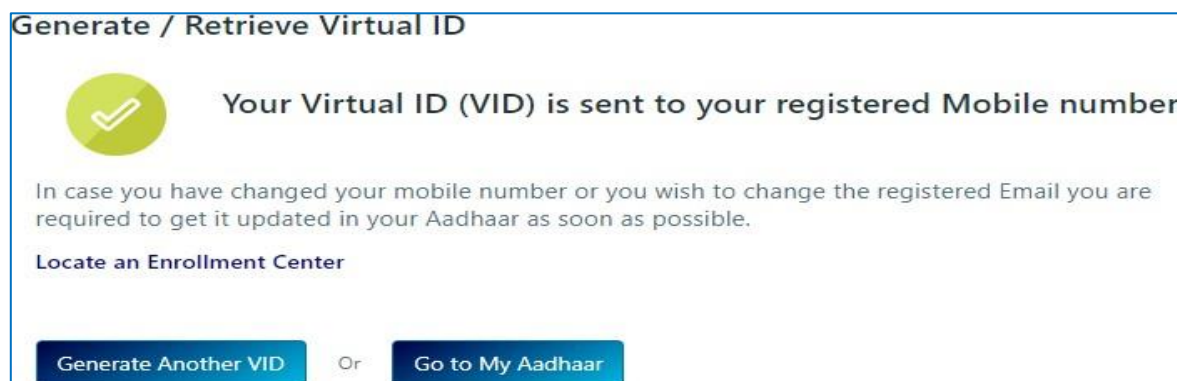
Generate/Retrieve VID * ⓘ

☒ Generate VID ☐ Retrieve VID

[Generate](#)

Fig-003

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-004

3.4.2 Creating SGHS OPD Bill

In order to initiate reimbursement against OPD bills for employees and pensioners, DDO is provided with the option to create bill for the following. let us learn how department can create the bill;

3.4.2.1 Create Bill

1. At the operator end of DDO, user is provided with menu bar with various modules. User can access SGHS OPD as shown in the image attached below; click on HRMS in the menu bar as a result drop down menu appears on the screen from which select Claim Entry further drop-down menu appears on the screen with the list of all

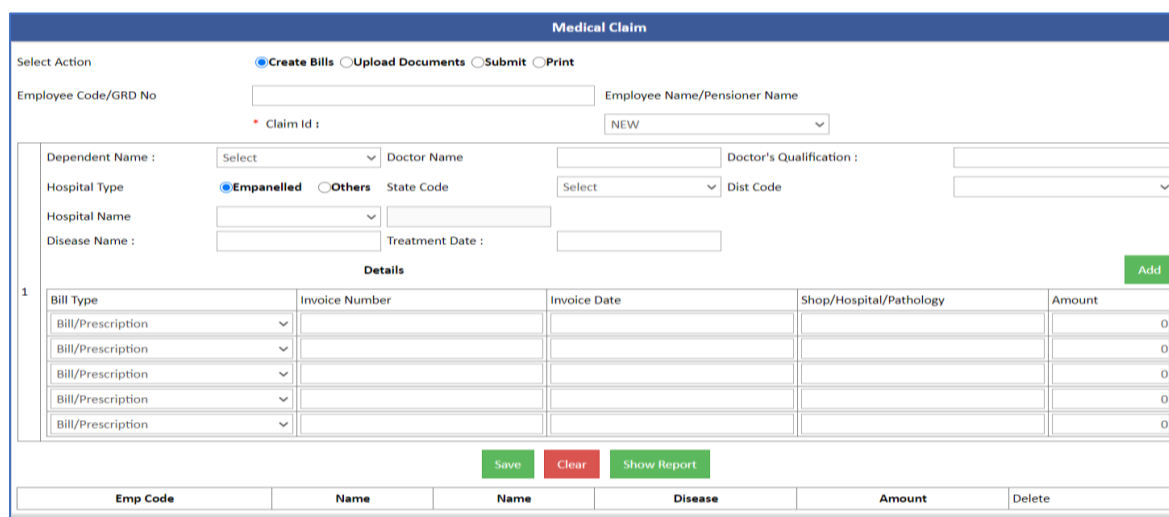
possible claim type, from the list click on SGHS OPD (HRMS→ Claim Entry→ SGHS OPD)



The screenshot shows the IFMS HRMS menu. The 'HRMS' dropdown is open, showing 'Claims Entry', 'Claims Processing', 'SGHS Entry', 'DDO Charge Transfer', 'Reports', 'Leave', and 'ACR'. The 'SGHS Entry' dropdown is also open, showing 'TA Claim', 'Medical Reimbursement', 'Misc Reimbursement', 'Employee Advance', 'LTC Claim', 'Savings', 'TTA Claim', 'Leave Encashment', 'Revised Leave Encashment', 'Bonus Bill', and 'SGHS OPD'. The 'SGHS OPD' option is highlighted.

Fig-005

- On selecting SGHS OPD from the drop-down menu user is directed to the page attached below. Here user is provided with various fields for creating reimbursement bill, as we can be seen in the image attached below.



The screenshot shows the 'Medical Claim' form. The 'Select Action' dropdown is set to 'Create Bills'. The 'Employee Code/GRD No' field is filled with '1'. The 'Employee Name/Pensioner Name' field is filled with 'NEW'. The 'Claim Id' field is filled with 'NEW'. The 'Dependent Name' dropdown is set to 'Select'. The 'Doctor Name' field is filled with 'Doctor's Qualification'. The 'Hospital Type' dropdown is set to 'Empanelled'. The 'State Code' dropdown is set to 'Select'. The 'Dist Code' dropdown is set to 'Select'. The 'Hospital Name' field is filled with 'Treatment Date'. The 'Disease Name' field is filled with 'Add'. The 'Details' table has 5 rows, each with 'Bill Type' (Bill/Prescription), 'Invoice Number', 'Invoice Date', 'Shop/Hospital/Pathology', and 'Amount' (0).

Fig-006

- Fill in the form like we have filled in the image attached below;
 - Enter employee code or GRD no of the employee or pensioner whose reimbursement bill is to be created, like we have entered as can be seen in the image attached below. As soon as the user enters the employee code by default name of the employee starts appearing in the column provided right next to the employee code, as can be seen in the image.

- Select claim id like we have selected NEW, user can also select the batch id from the drop-down menu if in case he/she wishes to edit the data filled previously. Since we are creating the fresh case therefore, we will select NEW as claim id.
- Select dependent name from the drop-down list of all the dependents whose treatment reimbursement is to be claimed.

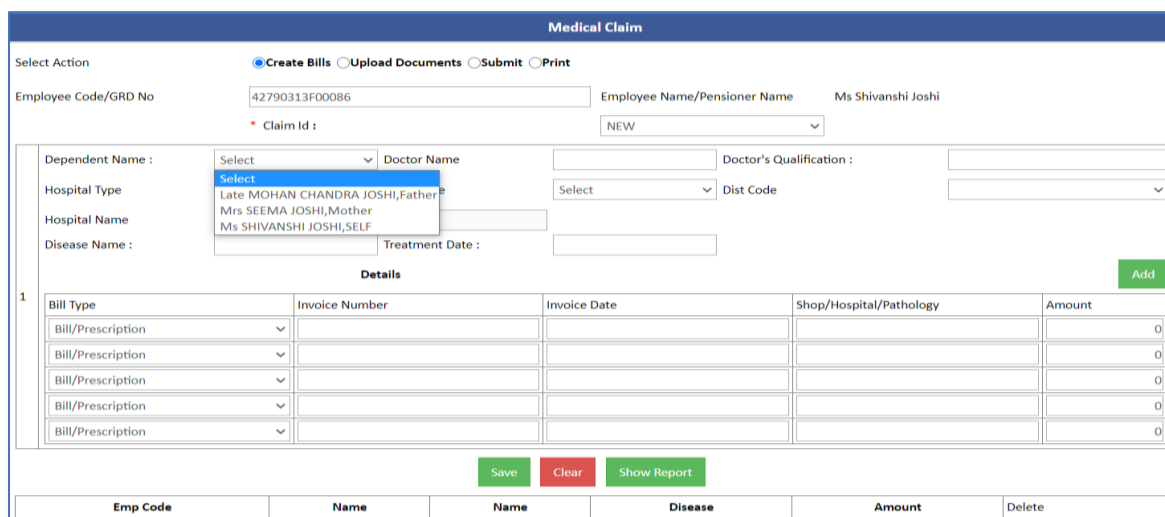


Fig-007

- After selecting name of the patient, continue with filling rest of the columns.
- Enter name of the consulting doctor and his/her qualification.
- Further select hospital type.
- Select state from the drop-down list of states.
- Select district from the drop-down list of districts as can be seen in the image attached below;

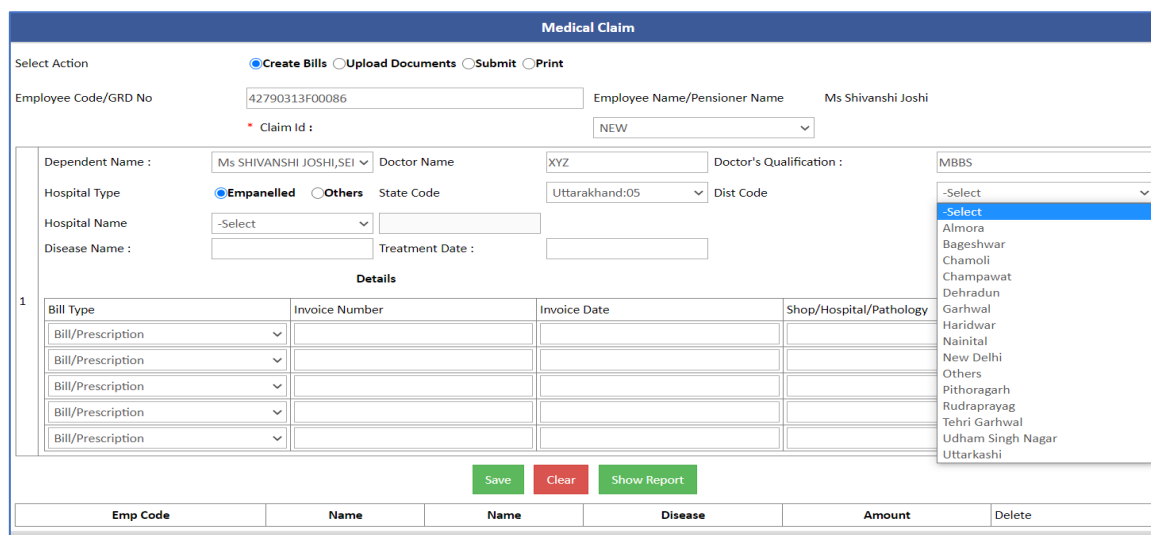
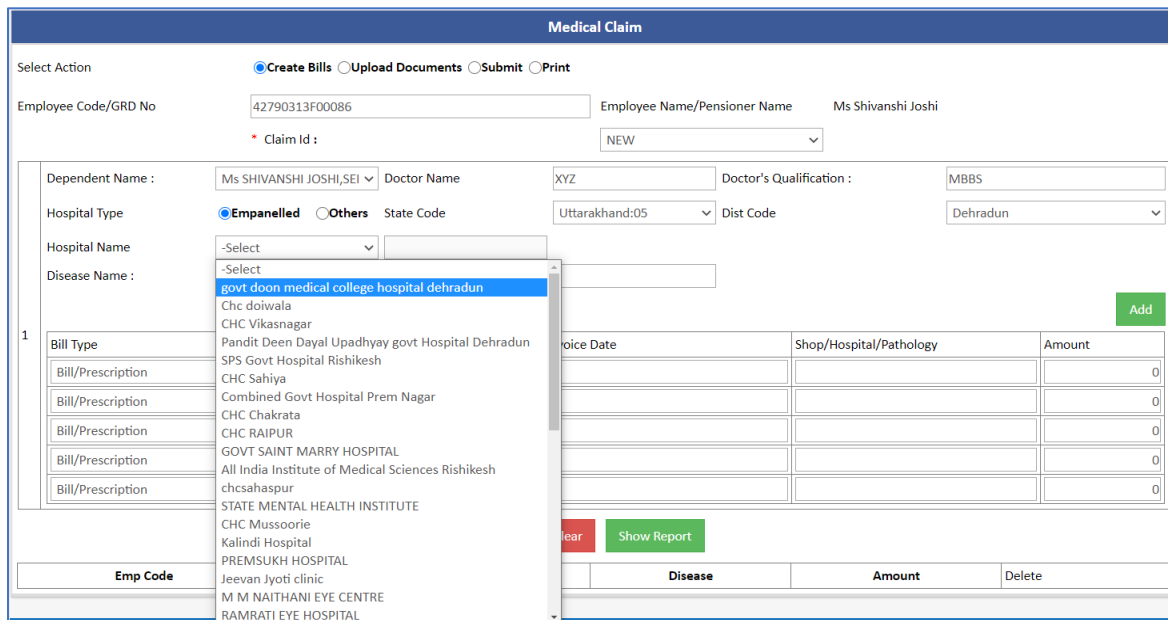


Fig-008

SGHS OPD User Manual

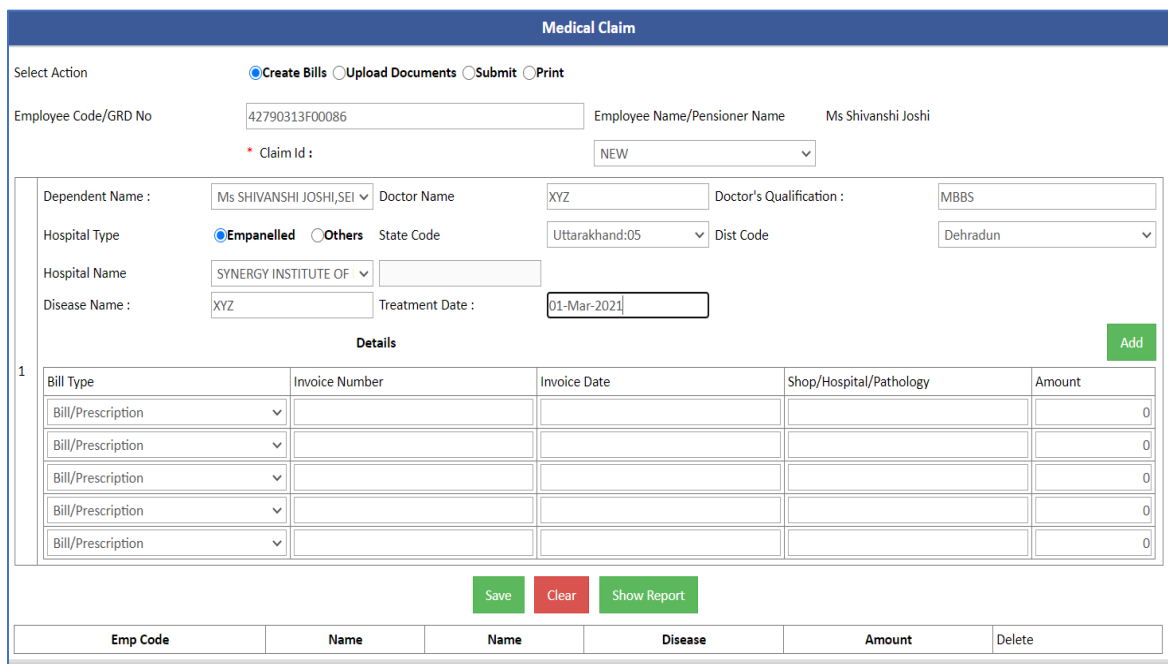
- After selecting state and district, select name of the hospital from the drop-down list where the treatment is being taken from name of the patient, as can be seen in the image attached below.



The screenshot shows the 'Medical Claim' form. The 'Hospital Name' dropdown menu is open, displaying a list of hospitals including 'govt doon medical college hospital dehradun', 'Chc doiwala', 'CHC Vikasnagar', 'Pandit Deen Dayal Upadhyay govt Hospital Dehradun', 'SPS Govt Hospital Rishikesh', 'CHC Sahiya', 'Combined Govt Hospital Prem Nagar', 'CHC Chakrata', 'CHC RAIPUR', 'GOVT SAINT MARRY HOSPITAL', 'All India Institute of Medical Sciences Rishikesh', 'chcsahaspur', 'STATE MENTAL HEALTH INSTITUTE', 'CHC Mussoorie', 'Kalindi Hospital', 'PREMSUKH HOSPITAL', 'Jeevan Jyoti clinic', 'M M NAITHANI EYE CENTRE', and 'RAMRATI EYE HOSPITAL'. The 'Add' button is visible next to the dropdown.

Fig-009

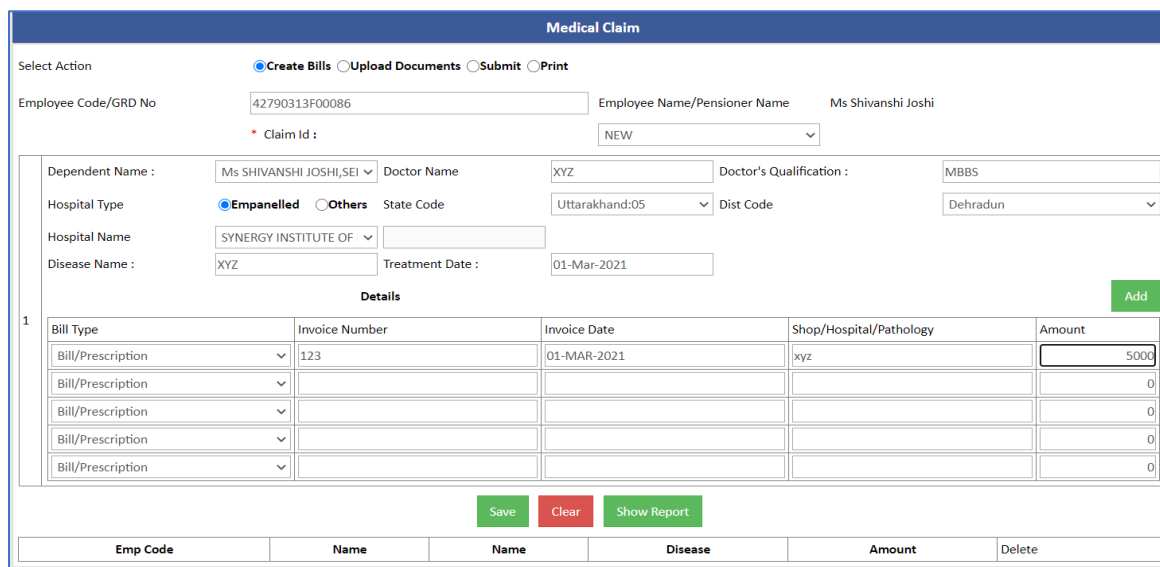
- Enter name of the disease whose treatment is being taken.
- Further enter treatment date.



The screenshot shows the 'Medical Claim' form with the 'Disease Name' field set to 'XYZ' and the 'Treatment Date' field set to '01-Mar-2021'. The 'Details' table is visible, showing columns for 'Bill Type', 'Invoice Number', 'Invoice Date', 'Shop/Hospital/Pathology', and 'Amount'. The 'Add' button is visible next to the details table.

Fig-010

- After filling general detail related to hospital and treatment, next step is filling up details related to payments. Enter invoice number, invoice date, shop/hospital/pathology name and amount, as can be seen in the image attached below. In the similar manner user can enter amount for multiple bills by entering one by one in next row.



Medical Claim

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Submit ☐ Print

Employee Code/GRD No: 42790313F00086 Employee Name/Pensioner Name: Ms Shivanshi Joshi

* Claim Id: NEW

Dependent Name: Ms SHIVANSHI JOSHI,SEI Doctor Name: XYZ Doctor's Qualification: MBBS

Hospital Type: ☒ Empanelled ☐ Others State Code: Uttarakhand:05 Dist Code: Dehradun

Hospital Name: SYNERGY INSTITUTE OF Treatment Date: 01-Mar-2021

Disease Name: XYZ

Details

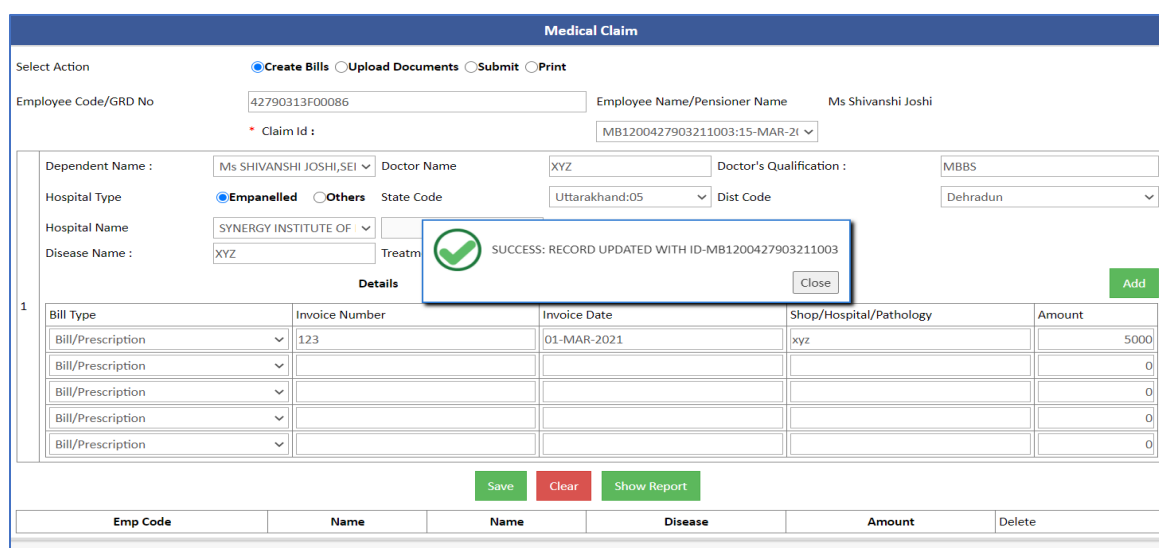
Bill Type	Invoice Number	Invoice Date	Shop/Hospital/Pathology	Amount
Bill/Prescription	123	01-MAR-2021	xyz	5000
Bill/Prescription				0
Bill/Prescription				0
Bill/Prescription				0
Bill/Prescription				0

Save Clear Show Report

Emp Code	Name	Name	Disease	Amount	Delete
----------	------	------	---------	--------	--------

Fig-011

- After filling up the form click on save button, as a result as a result all the data is saved, along with this pop-up message is generated on the screen with the message "SUCCESS: RECORD UPDATED WITH ID-MB1200427903211003", as can be seen in the image attached below;



Medical Claim

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Submit ☐ Print

Employee Code/GRD No: 42790313F00086 Employee Name/Pensioner Name: Ms Shivanshi Joshi

* Claim Id: MB1200427903211003:15-MAR-2021

Dependent Name: Ms SHIVANSHI JOSHI,SEI Doctor Name: XYZ Doctor's Qualification: MBBS

Hospital Type: ☒ Empanelled ☐ Others State Code: Uttarakhand:05 Dist Code: Dehradun

Hospital Name: SYNERGY INSTITUTE OF Treatment Date: 01-Mar-2021

Disease Name: XYZ

Details

Bill Type	Invoice Number	Invoice Date	Shop/Hospital/Pathology	Amount
Bill/Prescription	123	01-MAR-2021	xyz	5000
Bill/Prescription				0
Bill/Prescription				0
Bill/Prescription				0
Bill/Prescription				0

Save Clear Show Report

Emp Code	Name	Name	Disease	Amount	Delete
----------	------	------	---------	--------	--------

Fig-012

3.4.2.2 Uploading Document

1. After saving the data at the top of the page click on next tab of select action i.e., upload documents tab. User is provided with radio buttons in order to select action thus user can shift from one tab to another by just clicking. After the data is successfully saved in create application tab, transaction id created here is by default captured in upload document tab. On clicking upload document radio button user is directed to the page attached below, here user has to upload the supporting document for the entry made earlier.



Fig-013

2. Select batch id from the drop-down menu bill id is basically the transaction id that was in create application tab, as we can see in the image attached below that for now, we have only one id i.e., “MB120042790321003_42790313F00086”, thus click on the id in order to select.

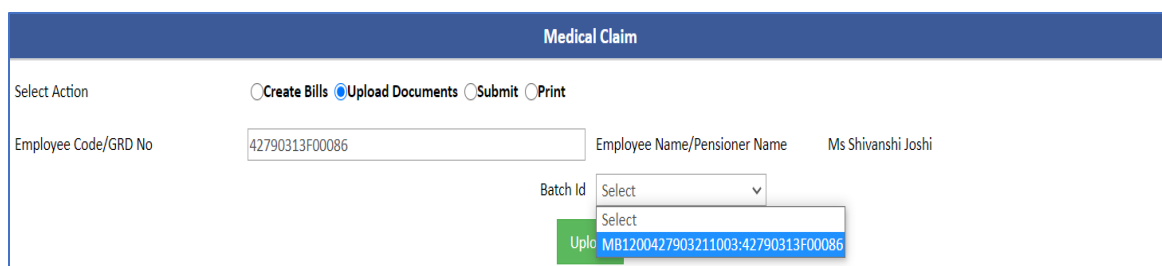
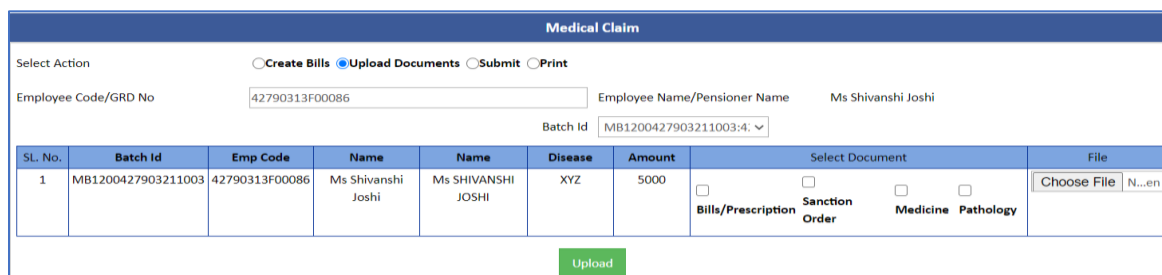


Fig-014

3. As soon as user select the batch id in the tabular format data of the bill is displayed along with option to select document type for which the document is being uploaded, as can be seen in the image attached below.



SL. No.	Batch Id	Emp Code	Name	Name	Disease	Amount	Select Document	File
1	MB1200427903211003	42790313F00086	Ms Shivanshi Joshi	Ms SHIVANSHI JOSHI	XYZ	5000	<input type="checkbox"/> Bills/Prescription <input type="checkbox"/> Sanction Order <input type="checkbox"/> Medicine <input type="checkbox"/> Pathology	Choose File N...en

Fig-015

- Click on choose file button which is provided with select file field, as a result pop up window generates on the screen, select supporting document file in pdf format from the system, click on open button;

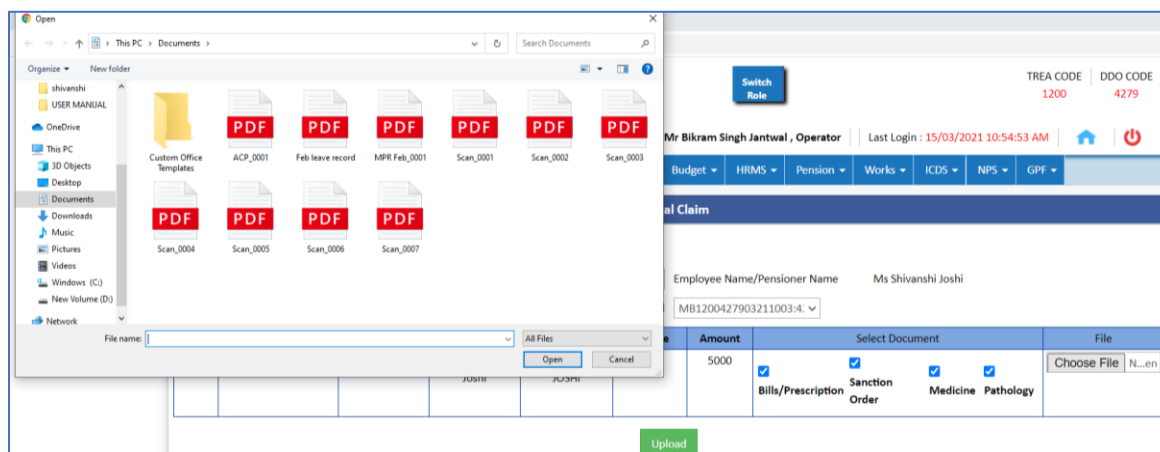


Fig-016

- After selecting the file from the system, the file name is visible in the column right next to choose file button, as can be seen in the image attached below;

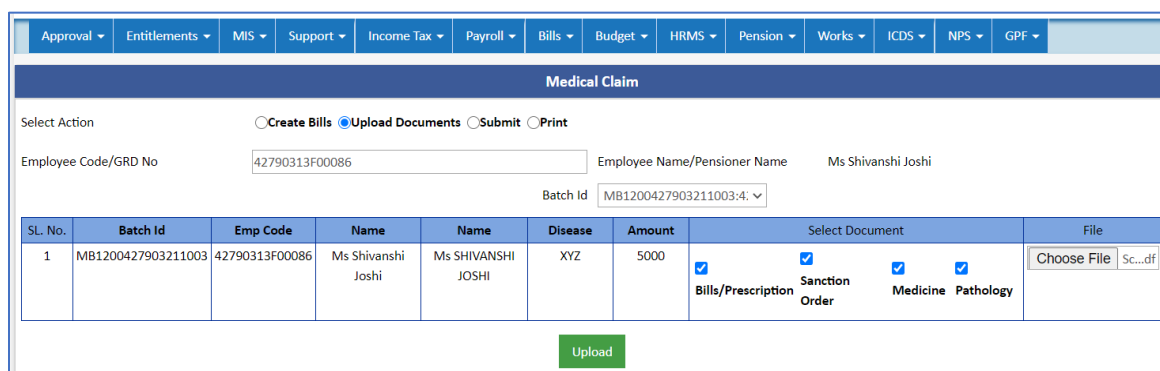


Fig-017

- After filling all the fields click on upload button, as a result supporting document is uploaded and pop-up message is generated on the screen with the message "SUCCESS: FILE SAVED" as can be seen in the image attached below;

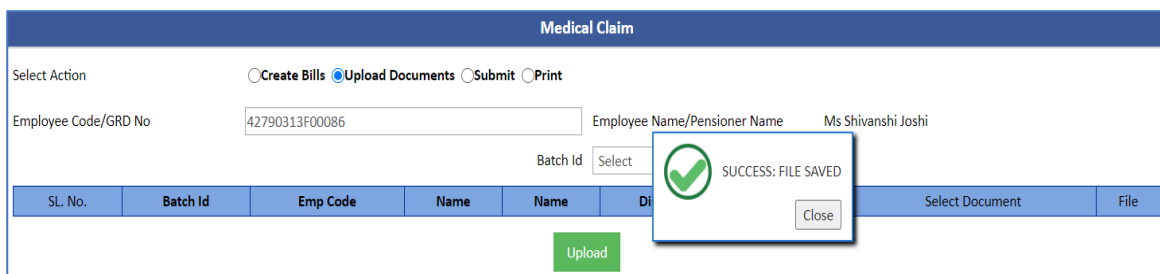


Fig-018

3.4.2.3 Submit Bill

1. After uploading the supporting document at the top of the page click on next tab of select action i.e., submit tab. On clicking submit radio button user is directed to the page attached below, here all the transaction ids whose supporting document has been uploaded appears in the tabular manner. In the same grid user is provided with two buttons

View Button: In order to preview the claim.

Submit Button: In order to submit the claim.

Medical Claim						
Select Action <input type="radio"/> Create Bills <input type="radio"/> Upload Documents <input checked="" type="radio"/> Submit <input type="radio"/> Print						
Employee Code/GRD No		42790313F00086		Employee Name/Pensioner Name		Ms Shivanshi Joshi
SL. No.	Batch Id	Emp Code	Name	Amount	View	Submit
1	MB1200427903211003	42790313F00086	Ms Shivanshi Joshi	5000	View	Submit

Fig-019

2. On clicking view button just below the table certificate is generated user can preview and if found correct than he/she may continue with clicking submit button.

SL. No.	Batch Id	Emp Code	Name	Amount	View	Submit
1	MB1200427903211003	42790313F00086	Ms Shivanshi Joshi	5000	View	Submit

अनिवार्यता प्रमाण पत्र
वाह्य रोगी/अन्तः रोगी के रूप में उपचार हेतु

मैं डॉ. XYZ प्रमाणित करता हूँ कि श्री/श्रीमती/कुमारी Ms Shivanshi Joshi पत्नी पुत्र/पुत्री/माता /पिता Ms SHIVANSHI JOSHI विभाग जो XYZ रोग से पीड़ित हैं /थे व उपचार में वाह्य रोगी के रूप में तथा/ अथवा अन्तः रोगी के रूप में दिनांक 01-MAR-2021 को हुआ

2. मेरे द्वारा विहित औषधि व परीक्षण जो संलग्न वाउचर के अनुसार हैं रोगी की स्थिति में सुधार/निवारण के लिए आवश्यक थी। इसमें औषधि सम्मिलित नहीं हैं जिसके लिए समान थेराप्यूटिक इफेक्ट वाला सस्ता पदार्थ उपलब्ध है न हि वह विनिर्मित सामग्री सम्मिलित है जो प्राथमिक रूप से खाद्य पदार्थ टॉयलेटरीज व डिस्इफेक्टेंट है।

3. उपचार पर व्यय का विवरण

बिल प्रकार	Invoice Number	Invoice Date	Shop/Hospital/Pathology Name	Amount
Bill	123	01-MAR-2021	xyz	5000
योग:				5000

4. रोगी को चिकित्सालय में भर्ती कर उपचार करने की आवश्यकता थी/नहीं थी। संलग्न मेरे द्वारा उपरोक्त सत्यापित/अभिप्रमाणित/बिल/वाउचर संख्या

हस्ताक्षर

चिकित्सक या सत्यापित चिकित्सक नाम योग्यता सहित सील

आकस्मिक स्थिति में बिना सन्दर्भण के अराजकीय चिकित्सालय में उपचार प्राप्त करने की दशा में प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी Ms SHIVANSHI JOSHI जो XYZ रोग से पीड़ित था /थी एवं उन्हें आकस्मिक स्थिति में तत्काल चिकित्सा उपचार की आवश्यकता थी व मेरे उपचाराधीन हैं/रहे।

हस्ताक्षर

प्रतिहस्ताक्षरित

चिकित्सक या शाल्य चिकित्सक नाम योग्यता सहित सील

प्रतिहस्ताक्षरित कर्ता अधिकारी

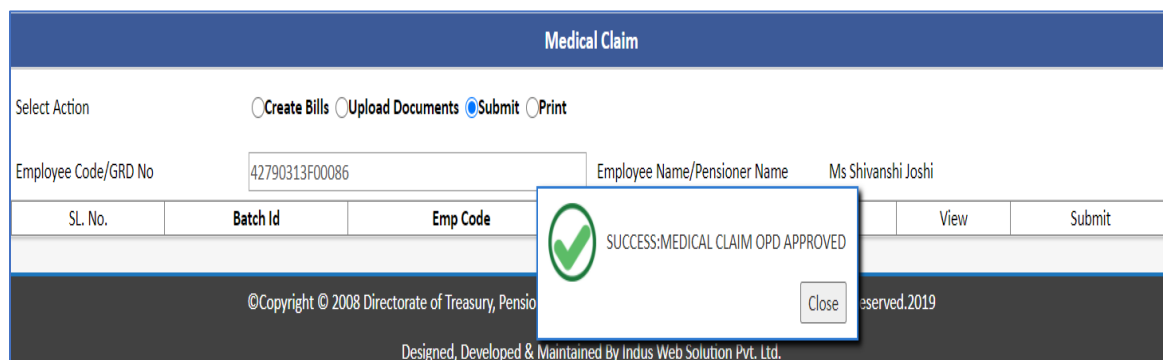
मैं प्रमाणित करता हूँ कि श्री/श्रीमती/कुमारी Ms SHIVANSHI JOSHI ने SYNERGY INSTITUTE OF MEDICAL SCIENCE चिकित्सालय में उपचार किया तथा दी गयी चिकित्सा सुविधा आवश्यक उपचार हेतु न्यूनतम थी।

हस्ताक्षर

प्रतिहस्ताक्षरित कर्ता अधिकारी

Fig-020

- On clicking submit button the claim is successfully created and a pop-up message is generated on the screen with the message “SUCCESS: MEDICAL CLAIM OPD APPROVED”, as can be seen in the image attached below,

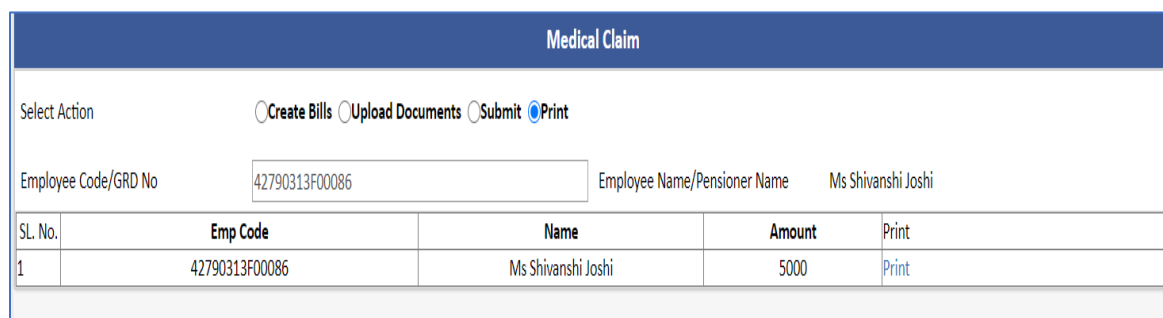


The screenshot shows the 'Medical Claim' form. At the top, there are radio buttons for 'Create Bills', 'Upload Documents', 'Submit', and 'Print'. The 'Submit' button is selected. Below this, there are input fields for 'Employee Code/GRD No' (42790313F00086) and 'Employee Name/Pensioner Name' (Ms Shivanshi Joshi). A table with columns 'SL. No.', 'Batch Id', 'Emp Code', 'View', and 'Submit' is visible. A green checkmark icon and the message 'SUCCESS: MEDICAL CLAIM OPD APPROVED' are displayed in a pop-up window. The footer includes copyright information for 2008 and the company name 'Indus Web Solution Pvt. Ltd.'.

Fig-021

3.4.2.4 Print Bill

- After submitting the bill at the top of the page click on next tab of select action i.e., print tab. On clicking print radio button user is directed to the page attached below, here all the transaction ids that are submitted in previous step appears in the tabular manner with print button. We can see in the image attached below that the case we submitted earlier is reflecting in the list.



The screenshot shows the 'Medical Claim' form with the 'Print' radio button selected. The 'Employee Code/GRD No' field contains 42790313F00086 and the 'Employee Name/Pensioner Name' field contains Ms Shivanshi Joshi. A table with columns 'SL. No.', 'Emp Code', 'Name', 'Amount', and 'Print' is displayed. The table contains one row with the following data: SL. No. 1, Emp Code 42790313F00086, Name Ms Shivanshi Joshi, Amount 5000, and a 'Print' link. The footer includes copyright information for 2008 and the company name 'Indus Web Solution Pvt. Ltd.'.

Fig-022

- Click on print button, as a result just below the table certificate is generated, as can be seen in the image attached below;

SL. No.	Emp Code	Name	Amount	Print
1	42790313F00086	Ms Shivanshi Joshi	5000	Print

अनिवार्यता प्रमाण पत्र
बाह्य रोगी/अन्तः रोगी के रूप में उपचार हेतु

मैं डॉ. XYZ प्रमाणित करता हूँ कि श्री/श्रीमती/कुमारी Ms Shivanshi Joshi पत्नी पुत्र/पुत्री/माता/पिता Ms SHIVANSHI JOSHI विभाग जो XYZ रोग से पीड़ित हैं/थे व उपचार में बाह्य रोगी के रूप में तथा/ अथवा अन्तः रोगी के रूप में दिनांक 01-MAR-2021 को हुआ

2. मेरे द्वारा विहित औषधि व परीक्षण जो संलग्न वाउचर के अनुसार हैं रोगी की स्थिति में सुधार/निवारण के लिए आवश्यक थी। इसमें औषधि सम्मिलित नहीं हैं जिसके लिए समान थेराप्यूटिक इफेक्ट वाला सस्ता पदार्थ उपलब्ध है न हि वह विनिर्मित सामग्री सम्मिलित है जो प्राथमिक रूप से खाद्य पदार्थ टॉयलेटरीज व डिस्इन्फेक्टेंट है।

3. उपचार पर व्यय का विवरण

विल प्रकार	Invoice Number	Invoice Date	Shop/Hospital/Pathology Name	Amount
Bill	123	01-MAR-2021	xyz	5000

योग: 5000

4. रोगी को चिकित्सालय में भर्ती कर उपचार करने की आवश्यकता थी/नहीं थी। संलग्न मेरे द्वारा उपरोक्त सत्यापित/अभिप्रमाणित/बिल/वाउचर संख्या

हस्ताक्षर

चिकित्सक या सत्य चिकित्सक
नाम योग्यता सहित सील

आकस्मिक स्थिति में बिना सन्दर्भण के अराजकीय चिकित्सालय में उपचार प्राप्त करने की दशा में प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी Ms SHIVANSHI JOSHI जो XYZ रोग से पीड़ित था/थी एवं उन्हें आकस्मिक स्थिति में तत्काल चिकित्सा उपचार की आवश्यकता थी व मेरे उपचाराधीन हैं/रहे।

हस्ताक्षर

प्रतिहस्ताक्षरित

प्रधिकृत चिकित्सक

चिकित्सक या शल्य चिकित्सक
नाम योग्यता सहित सील

प्रतिहस्ताक्षरित कर्ता अधिकारी

मैं प्रमाणित करता हूँ कि श्री/श्रीमती/कुमारी Ms SHIVANSHI JOSHI ने SYNERGY INSTITUTE OF MEDICAL SCIENCE चिकित्सालय में उपचार किया तथा दी गयी चिकित्सा सुविधा आवश्यक उपचार हेतु न्यूनतम थी।

हस्ताक्षर

प्रतिहस्ताक्षरित कर्ता अधिकारी

Fig-023

3.4.3 Approval

After the bill is successfully created, all the bills go through the process of approval from initial level to higher level (i.e., from operator→supervisor→officer) through approval module. Let's see the working for SGHS OPD bill;

1. Accessing the approval tab at operator level, approval tab is provided in the menu bar, on clicking approval tab drop down list of menu appears on the screen that provides the user to approve bills, change statement, pre-2016 and budget, as can be seen in the figure below:

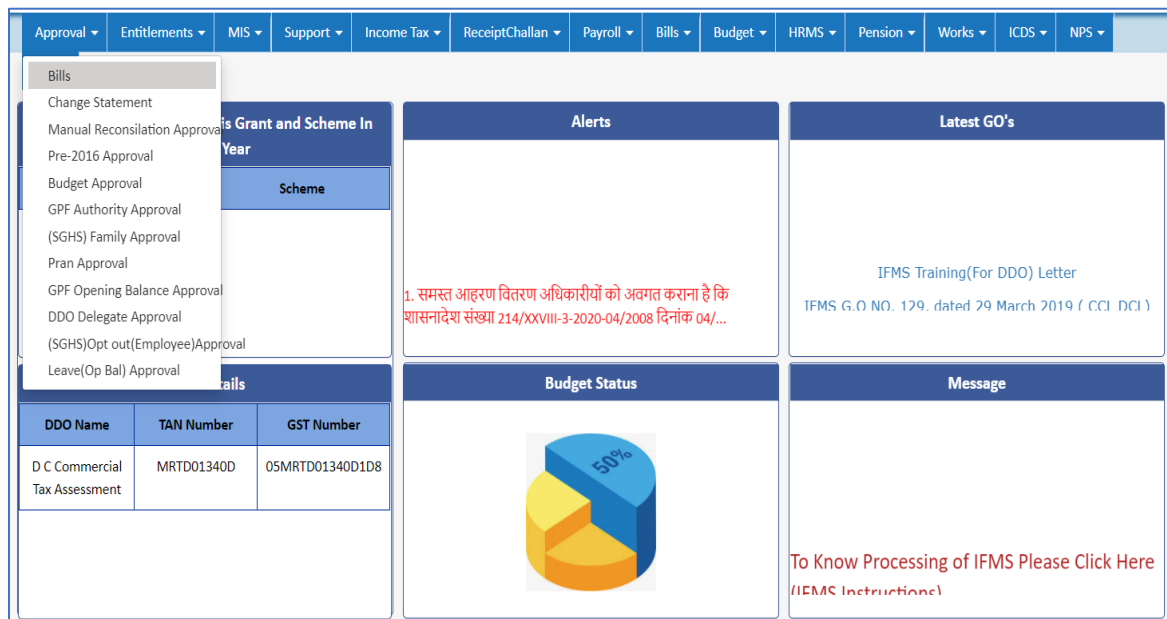


Fig-024

2. On clicking Bills in the menu, user is directed to the page attached below: bill related to pension, utility, vendor payment, claims, supplementary salary; manual salary all are will be visible in this page. As can be seen in the image attached below that the SGHS OPD bill, we created earlier is visible under Medical OPD Claim column, thus we will demonstrate approval module using this case.

Employees Approval									
DDO Reconciliation									
S.No.	Batch Id	Trea code	Ddo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
Pension Approval									
Medical Opd Claim									
SL. No.	Batch Id	Emp Code	Name	Amount	File:	Remarks	Approve	Return	
1	MB1200427903211003	42790313F00086	Ms Shivanshi Joshi	5000	'Scan_0007.pdf'	-Select-	Approve	Return	
2	MB1200427903211004	23710313M00438	Mr Vinod Singh	1000	'Scan_0006.pdf'	-Select-	Approve	Return	
3	MB1200427903211005	010026529	Mr Gajendra Dutt Belwal	5000	'Scan_0007.pdf'	-Select-	Approve	Return	
Bills									
S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Generation Date	Bill		
1.	4279	AB1200427903211001	71891	0	BILLS	10-MAR-2021	Select		
2.	4279	VP1200427903212006	3500	0	BILLS	10-MAR-2021	Select		
3.	4279	VP1200427903212007	62303	0	BILLS	10-MAR-2021	Select		

Fig-025

- On clicking select button provided with the transaction id as a result drop down list of all the possible remarks appears, as can be seen in the image attached below;

Employees Approval

DDO Reconciliation

S.No.	Batch Id	Trea code	DDo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
-------	----------	-----------	----------	---------------------------	-------------------------	----------------------	---------	---------	---------

Pension Approval

Medical Opd Claim

SL. No.	Batch Id	Emp Code	Name	Amount	File:	Remarks	Approve	Return
1	MB1200427903211003	42790313F00086	Ms Shivanshi Joshi	5000	'Scan_0007.pdf'	--Select--	Approve	Return
2	MB1200427903211004	23710313M00438	Mr			--Select--	Approve	Return

S.No.

DDO Code

Trans ID

1.	4279	AB1200427903211001
2.	4279	VP1200427903212006
3.	4279	VP1200427903212007

Bill

Select

Select

Select

©Copyright © 2008 Directorate of

Design

As per government order sanction order is incorrect

Bill has been prepared with wrong standard object code

Bill has not been counter signed by the competent authority

Bill has not been signed by the DDO

Bill not withdrawn as per sanction order/enclosed bill vouchers

Bills/ vouchers are not enclosed with travelling allowance bill /transfer travelling allowance bill

Budget is not available .

DDOs Signature dose not match

Essentiality certificate not enclosed with medical reimbursement bill

Tax is not deducted at source under income tax

The certificate for withdrawal of road mileage allowance is not attached as per FHB Volume 3

head of account is incorrect

sanction order is not enclosed .

sanction order not issued by competent authority

travelling allowance bill is timebarred

Fig-026

- After selecting the remark click on any of the two buttons approve or reject as per the requirement.
- Since we clicked on approve button, as a result request is pushed to the next level that is supervisor, along with this pop-up message of success appears on the screen with the message “SUCCESS: MEDICAL CLAIM OPD APPROVED”, as can be seen in the image attached below;

Employees Approval

DDO Reconciliation

S.No.	Batch Id	Trea code	DDo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
-------	----------	-----------	----------	---------------------------	-------------------------	----------------------	---------	---------	---------

S.No.

DDO Code

Trans ID

1.	4279	AB1200427903211001
2.	4279	VP1200427903212006
3.	4279	VP1200427903212007

Bill

Select

Select

Select

Gross

Deduction

Module

Generation Date

Bill

1.	4279	AB1200427903211001	71891	0	BILLS	10-MAR-2021	Select
2.	4279	VP1200427903212006	3500	0	BILLS	10-MAR-2021	Select
3.	4279	VP1200427903212007	62303	0	BILLS	10-MAR-2021	Select

✓

SUCCESS:MEDICAL CLAIM OPD APPROVED

Close

SL. No.	Batch Id	Emp Code	Name	Amount	File:	Remarks	Approve	Return
1	MB1200427903211004	23710313M00438	Mr Vinod Singh	1000	'Scan_0006.pdf'	--Select--	Approve	Return

Fig-027

6. Accessing the approval tab at supervisor level, approval tab is provided in the menu bar, on clicking approval tab drop down list of menu appears on the screen that provides the user to approve bills, change statement, pre-2016 and budget, as can be seen in the figure below:

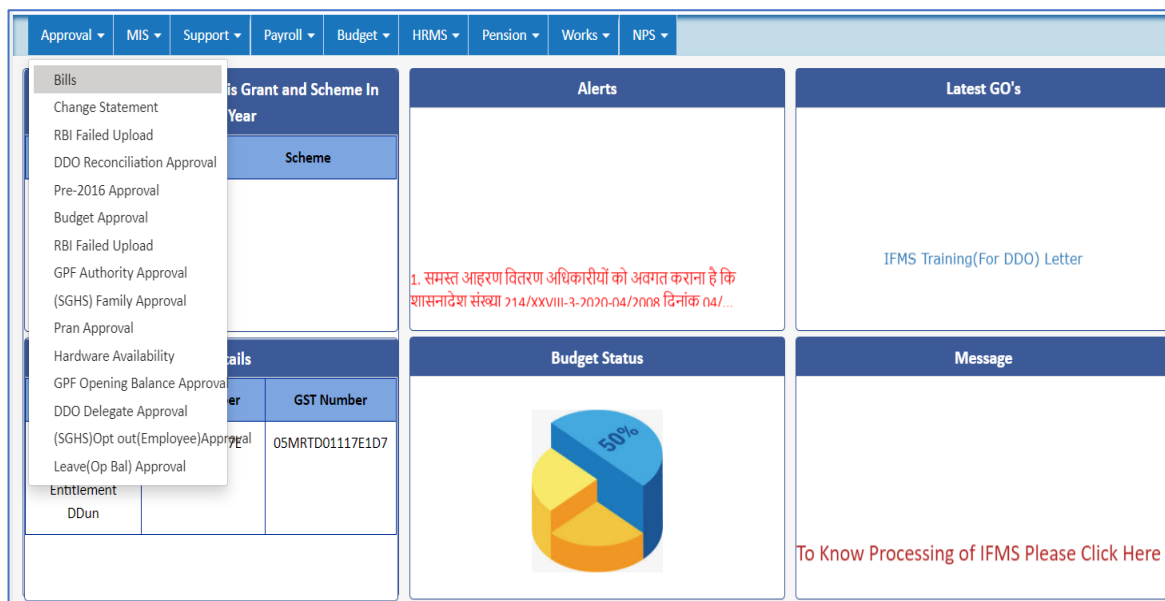


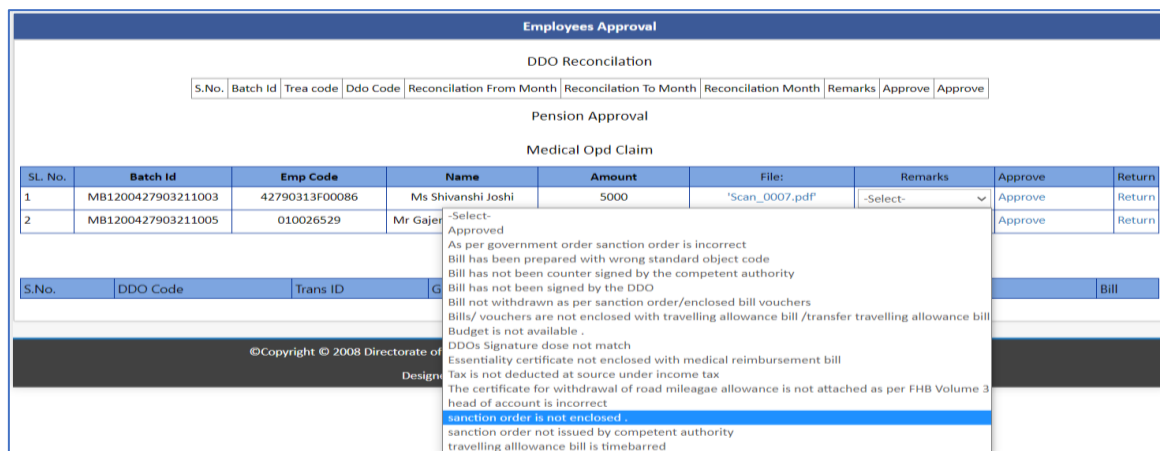
Fig-028

7. On clicking Bills in the menu, user is directed to the page attached below; all the bill pushed i.e., approved by the operator will be visible in this page. As can be seen in the image attached below that the SGHS OPD bill, we approved earlier is visible under bills column. In order to show the working of return button we approved two bills as can be seen in the image attached below;

Employees Approval									
DDO Reconciliation									
S.No.	Batch Id	Trea code	Ddo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
Pension Approval									
Medical Opd Claim									
SL. No.	Batch Id	Emp Code	Name	Amount	File:	Remarks	Approve	Return	
1	MB1200427903211003	42790313F00086	Ms Shivanshi Joshi	5000	'Scan_0007.pdf'	-Select-	Approve	Return	
2	MB1200427903211005	010026529	Mr Gajendra Dutt Belwal	5000	'Scan_0007.pdf'	-Select-	Approve	Return	
Bills									
S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Generation Date	Bill		

Fig-029

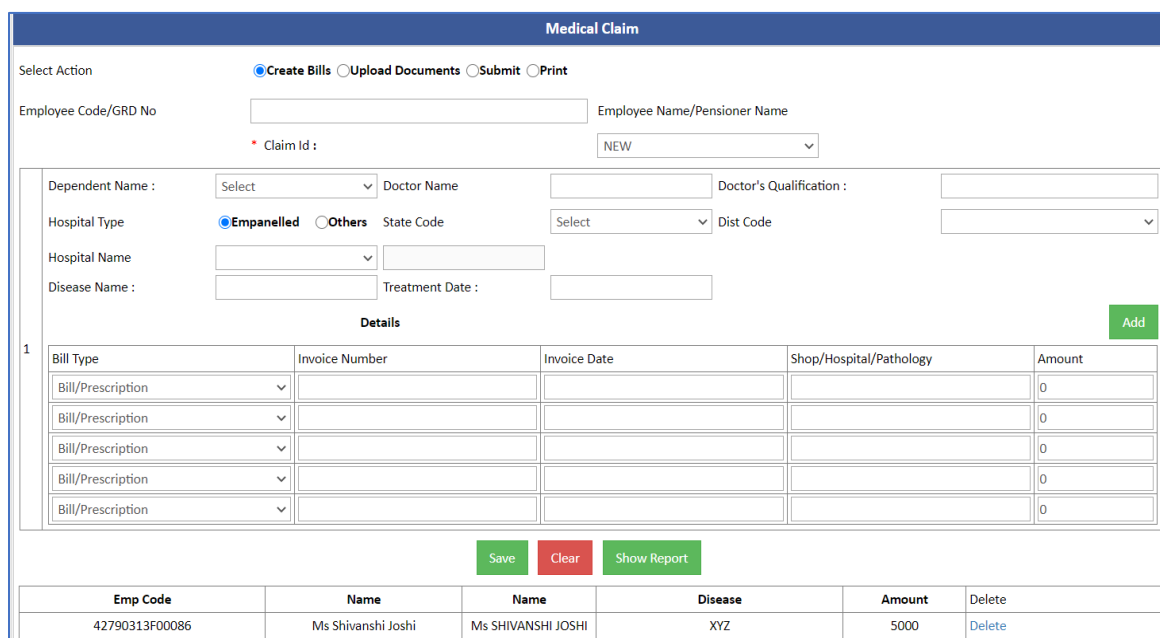
- Same like that at operator level on clicking select button as a result drop down list of all the possible remarks appears, as can be seen in the image attached;



The screenshot shows the 'Employees Approval' interface. It includes sections for 'DDO Reconciliation', 'Pension Approval', and 'Medical Opd Claim'. A table lists claims with columns for SL. No., Batch Id, Emp Code, Name, Amount, File, Remarks, Approve, and Return. A dropdown menu is open for the 'Remarks' column of the first claim, showing various error messages such as 'As per government order sanction order is incorrect', 'Bill has been prepared with wrong standard object code', and 'sanction order is not enclosed'.

Fig-030

- After selecting the remark click on any of the two buttons approve or reject as per the requirement.
 - Since we clicked on return button for batch id MB1200427903211003, as a result request is pushed back to the operator end where it was initially created (HRMS→ Claim Entry→ SGHS OPD). As can be seen in the image attached below that at the end of the page in the tabular manner the data, we rejected is visible, user can either delete the data or edit as per the directions by Supervisor;



The screenshot shows the 'Medical Claim' form. It includes fields for 'Select Action' (Create Bills, Upload Documents, Submit, Print), 'Employee Code/GRD No', 'Employee Name/Pensioner Name', 'Claim Id', 'Dependent Name', 'Doctor Name', 'Doctor's Qualification', 'Hospital Type', 'State Code', 'Dist Code', 'Hospital Name', 'Disease Name', and 'Treatment Date'. Below these fields is a table with columns for Bill Type, Invoice Number, Invoice Date, Shop/Hospital/Pathology, and Amount. The table contains five rows of data. At the bottom, there are buttons for 'Save', 'Clear', and 'Show Report', and a table showing the claim details: Emp Code, Name, Disease, Amount, and Delete.

Fig-031

- Since we clicked on approve button for batch id MB1200427903211005, as a result request is pushed to the next level that is officer, along with this pop-up message of success appears on the screen with the message “SUCCESS: MEDICAL CLAIM OPD APPROVED”, as can be seen in the image attached below;

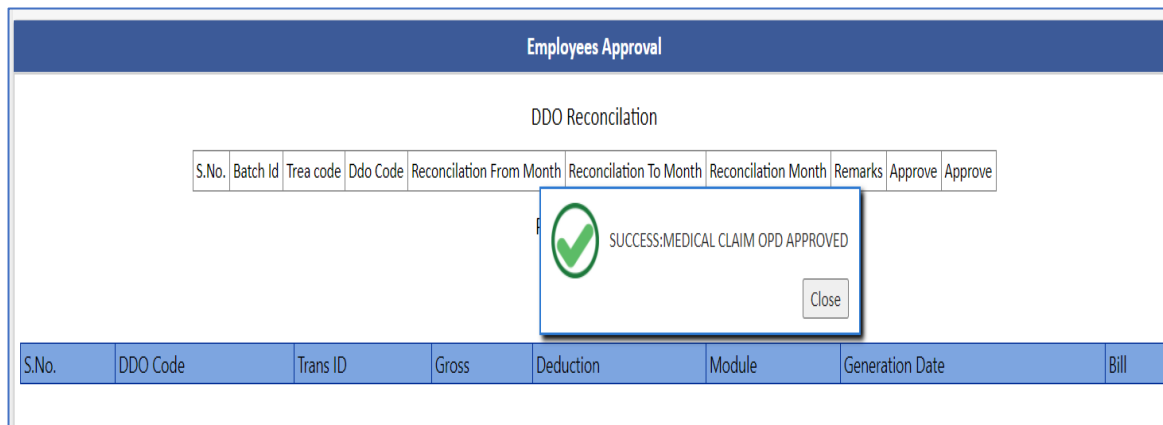


Fig-032

- Accessing the approval tab at officer level, approval tab is provided in the menu bar, on clicking approval tab drop down list of menu appears on the screen that provides the user to approve bills, change statement, pre-2016 and budget, as can be seen in the figure below:

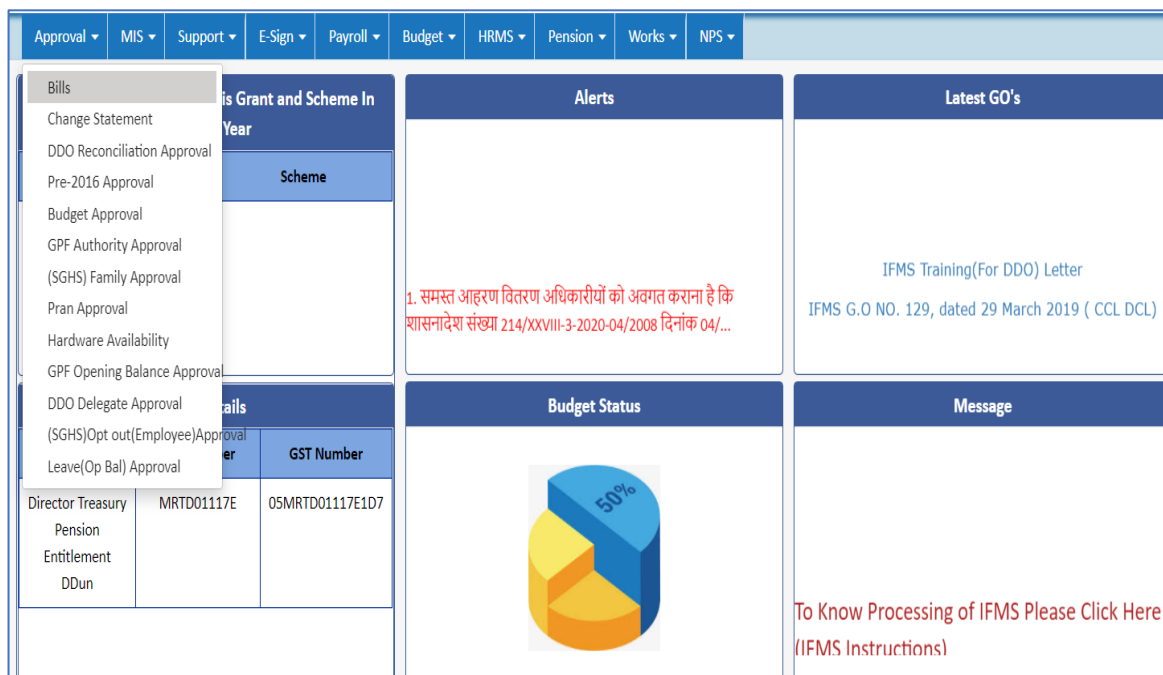


Fig-033

11. On clicking Bills in the menu, user is directed to the page attached below; all the bill pushed i.e., approved by the supervisor will be visible in this page. As can be seen in the image attached below that the SGHS OPD bill, we approved earlier is visible under bills column;

Employees Approval									
DDO Reconciliation									
S.No.	Batch Id	Trea code	DDo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
Pension Approval									
Medical Opd Claim									
SL. No.	Batch Id	Emp Code	Name	Amount	File:	Remarks	Approve	Return	
1	MB1200427903211005	010026529	Mr Gajendra Dutt Belwal	5000	'Scan_0007.pdf'	-Select-	Approve	Return	
Bills									
S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Generation Date	Bill		

Fig-034

12. Same like that at operator and supervisor level on clicking select button as a result drop down list of all the possible remarks appears, as can be seen in the image attached;

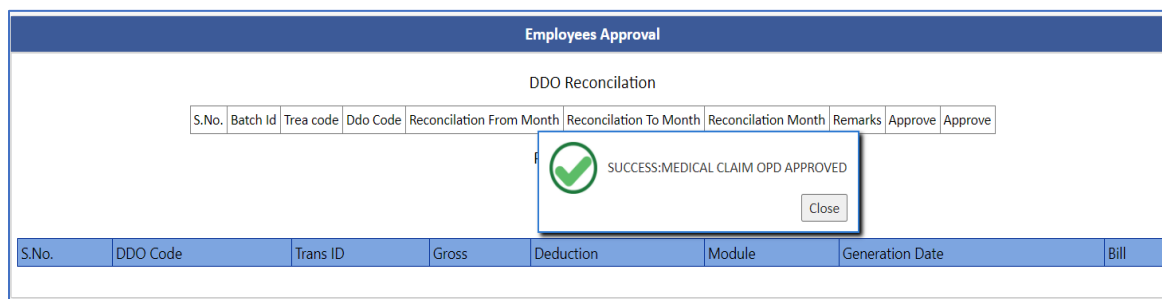
Employees Approval									
DDO Reconciliation									
S.No.	Batch Id	Trea code	DDo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
Pension Approval									
Medical Opd Claim									
SL. No.	Batch Id	Emp Code	Name	Amount	File:	Remarks	Approve	Return	
1	MB1200427903211005	010026529	Mr Gajendra Dutt Belwal	5000	'Scan_0007.pdf'	-Select-	Approve	Return	
<div> <div>-Select-</div> <div> Approved As per government order sanction order is incorrect Bill has been prepared with wrong standard object code Bill has not been counter signed by the competent authority Bill has not been signed by the DDO Bill not withdrawn as per sanction order/enclosed bill vouchers Bills/ vouchers are not enclosed with travelling allowance bill /transfer travelling allowance bill Budget is not available . DDOs Signature dose not match Essentiality certificate not enclosed with medical reimbursement bill Tax is not deducted at source under income tax The certificate for withdrawal of road mileage allowance is not attached as per FHB Volume 3 head of account is incorrect sanction order is not enclosed . sanction order not issued by competent authority travelling allowance bill is timebarred </div> </div>									
S.No.	DDO Code	Trans ID	G				Bill		

Fig-035

13. Confirm the action by selecting button, as a result

- If user selects approve action request is pushed for e-signing the bill once the bill is e-signed and forwarded to the treasury than only the bill reflects at treasury end for payment, kindly refer to E-signing bill in order to follow further steps.

Along with this pop-up message of success appears on the screen with the message “SUCCESS: MEDICAL CLAIM OPD APPROVED”, as can be seen in the image attached below;



S.No.	Batch Id	Trea code	DDo Code	Reconciliation From Month	Reconciliation To Month	Reconciliation Month	Remarks	Approve	Approve
SUCCESS: MEDICAL CLAIM OPD APPROVED									

S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Generation Date	Bill

Fig-036

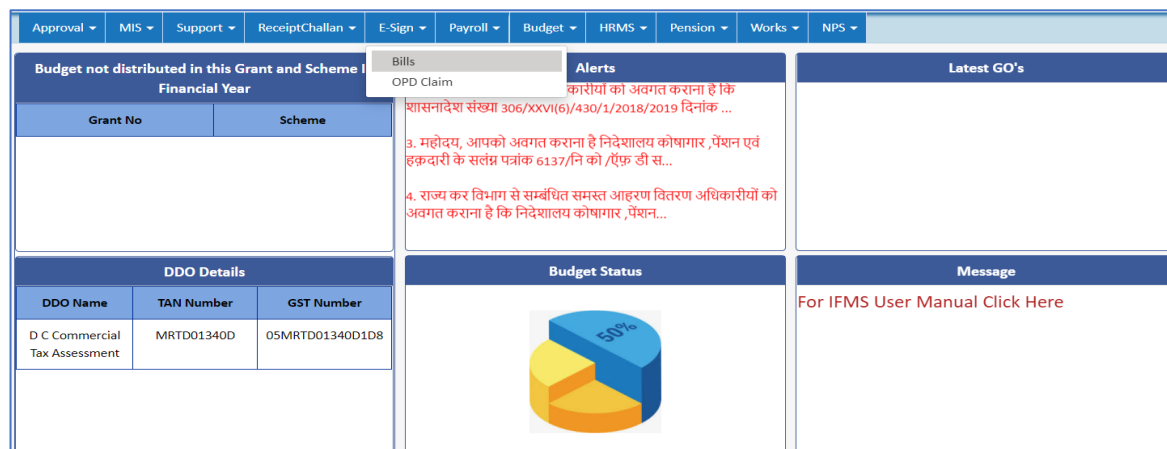
- Whereas if user selects reject action request is pushed back to the operator level where it was initially created i.e., HRMS→ Claim Entry→ SGHS OPD, operator can amend the bill details as per the requirement of officer and re-submit the bill.

3.4.4 E-Signing Bill

For now, document E-sign facility is provided for only sales tax refund and SGHS OPD bill. We will discuss step by step process so that it convenient for user to e-sign the bill.

Note: For E-signing the bill at officer level it is mandatory to approve the bill from all the three levels i.e., operator, supervisor and officer otherwise the bill will not reflect under E-sign bill option at officer levels.

- Initial step is to generate bill at operator level.
 - Second step is approving bill from all the three levels
- At the officer level user is given the power to e-sign the bill, as can be seen in the image attached below that at the officer level user is provided with the menu E-sign at the menu bar. On clicking E-sign from the menu bar drop down menu appears with option of bills and OPD Claim, as can be seen in the image attached below;




Approval	MIS	Support	ReceiptChallan	E-Sign	Payroll	Budget	HRMS	Pension	Works	NPS	
Budget not distributed in this Grant and Scheme Financial Year				Bills OPD Claim	Alerts कारियों को अवगत कराना है कि शासनादेश संख्या 306/XXVI(6)/430/1/2018/2019 दिनांक ...			Latest GO's			
Grant No				Scheme			3. महोदय, आपको अवगत कराना है निदेशालय कोषागार, पेंशन एवं हकदारी के सल्लम पत्रांक 6137/नि को/ऐफ़ डी स...				
DDO Details				Budget Status			Message				
DDO Name	TAN Number	GST Number		50%			For IFMS User Manual Click Here				
D C Commercial Tax Assessment	MRTD01340D	05MRTD01340D1D8									

Fig-037

- On selecting OPD Claim under E-Sign menu user is directed to next page where list of all the approved SGHS OPD bill is visible along with select button. As can be seen in the image attached below that the bill, we approved earlier is visible in the page.

Approval

MIS

Support

E-Sign

Payroll

Budget

HRMS

Pension

Works

NPS

E-Sign

SL. No.	Batch Id	Emp Code	Name	Amount	Action
1	MB1200427903211005	010026529	Mr Gajendra Dutt Belwal	5000	Esign
2	MB1200427903211001	42790313M00233	Mr Vipin Mohan Verma	800	Esign

Fig-038

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

View Bill Button: In order to preview the bill that is to be e-signed.

Proceed to E-sign Button: In order to continuing with E-signing the bill.

Back Button: In order to move back to the initial page.

E-Sign					
Emp Code Id	010026529	Emp Name	Mr Gajendra Dutt Belwal		
Batch Id:	MB1200427903211005	Batch Date	15-03-2021 15:20:07		
Dependent Name:	Mr GAJENDRA DUTT BELWAL	Dependent Relation			
Disease Name:	XYZ	Amount	5000		
Remarks:	<input type="text"/>	E-Sign Status:	File not Signed Yet.		
* Please preview document using view ,document once eSigned cannot be modified.					
<input type="button" value="View"/> <input type="button" value="Proceed to E-Sign"/> <input type="button" value="Back"/>					
E-Signing Requests					
S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File

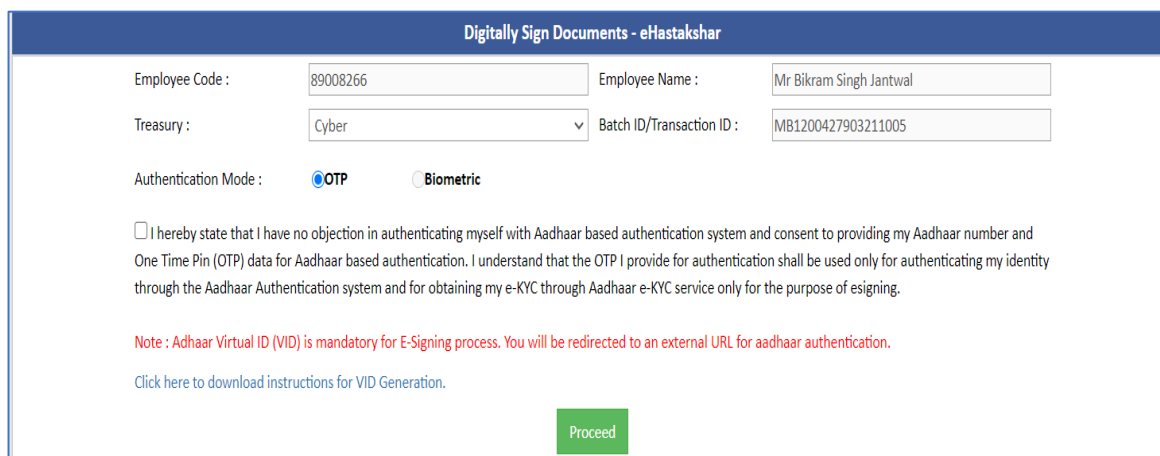
Fig-039

- Enter Remark like we have entered TEST and click on Proceed to E-sign button.

E-Sign					
Emp Code Id	010026529	Emp Name	Mr Gajendra Dutt Belwal		
Batch Id:	MB1200427903211005	Batch Date	15-03-2021 15:20:07		
Dependent Name:	Mr GAJENDRA DUTT BELWAL	Dependent Relation			
Disease Name:	XYZ	Amount	5000		
Remarks:	<input type="text" value="TEST"/>	E-Sign Status:	File not Signed Yet.		
* Please preview document using view ,document once eSigned cannot be modified.					
<input type="button" value="View"/> <input type="button" value="Proceed to E-Sign"/> <input type="button" value="Back"/>					
E-Signing Requests					
S.No.	Batch ID	Requested By	Status	Reference ID	Download Signed File

Fig-040

- On clicking proceed to E-Sign button user is directed to next page where user has to enter employee code in the employee code if not captured by default also fill all the other required fields if not captured by default, 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 : 89008266 Employee Name : Mr Bikram Singh Jantwal

Treasury : Cyber Batch ID/Transaction ID : MB1200427903211005

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 : 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.](#)

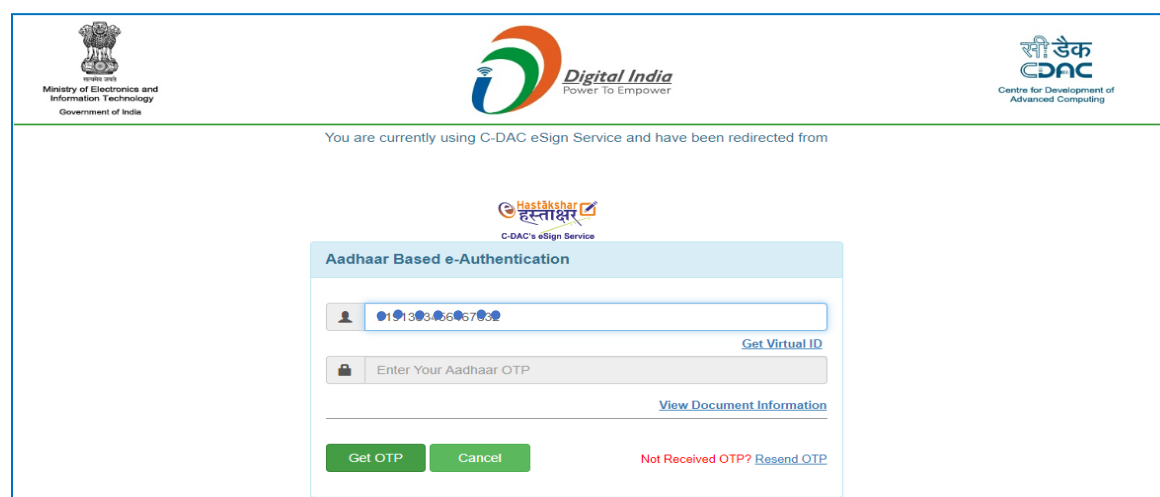
Proceed

Fig-041

- 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 bill user must have virtual id, generation of which is discussed in point number 3.4.1 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.



Aadhaar Based e-Authentication

19130306067000 [Get Virtual ID](#)

Enter Your Aadhaar OTP [View Document Information](#)

Get OTP **Cancel** **Not Received OTP? Resend OTP**

Fig-042

7. 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.

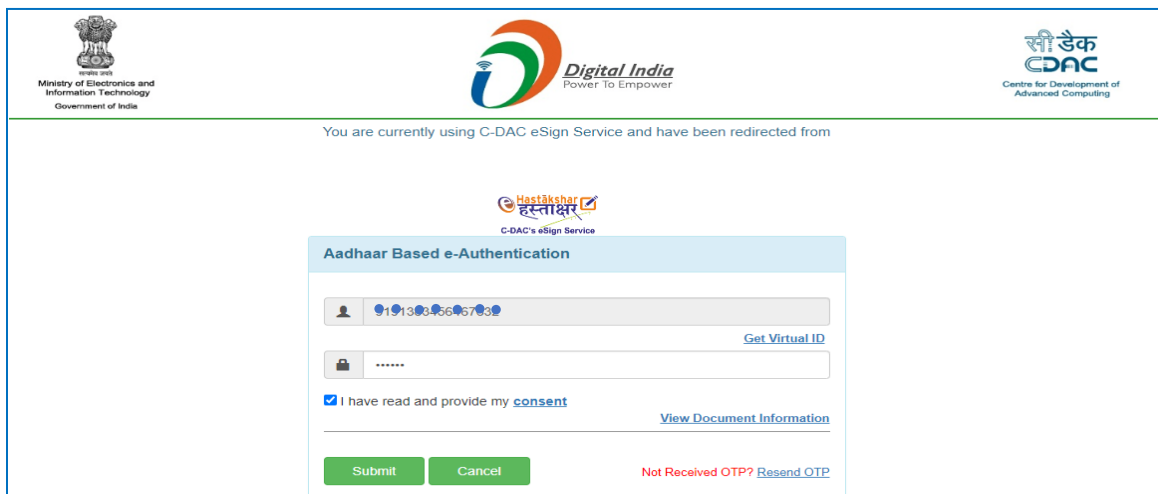


Fig-043

8. After clicking on submit button the status of bill is “Successfully Signed”. Along with this user is provided with download button in order to download the signed file.
 9. On clicking download button user is able to view the bill that we digitally signed earlier. When the document is opened in another window at the top of the document it is written signature not verified.
 10. Whereas when we open the downloaded file in adobe reader, we can see on the same document now at the top do the page signature valid starts appearing along with this question mark is changed to right sign also details related to sign is update; this is because the sign has been validated from before.
- But for the users who are E-signing for the first time will notice that even in the adobe reader there is no change from that in web and signature is still not verified which states that user needs to validate his/her sign in order to successfully E-signing the document. Validating signature is one time process and is discussed under Validate E-sign kindly refer to that section.
11. After successfully e-signing the document enter remark and click on forward to payment button. Only after clicking on the button bill will reflect in SGHS for initiating the payment.

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.

- Validating signature is one time process if already done before do not perform the action again.

1. User needs to download the document as for example we have downloaded the ka-kha document that we e-signed earlier. Since steps for validating signature remains same therefore, we will demonstrate using this document. 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.

Fig-044

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.

The screenshot shows a document titled 'Treasury : 0100-Dehradun' and 'INTEGRATED FINANCIAL MANAGEMENT, GOVERNMENT OF UTTARAKHAND'. It includes a table with columns for Voucher No., Head Code, Cheque, Gross, Total Ded., Net Amount, and various financial categories like Savings, Insurance, and Loans. A 'Signature Panel' is visible on the right side, and a 'Validity unknown' warning is displayed at the top right.

Fig-045

- 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.

The screenshot shows the same document as Fig-045, but with a 'Signature Validation Status' pop-up window open. The window displays the message: '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.' The pop-up window has buttons for 'Signature Properties...' and 'Close'.

Fig-046

- 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.

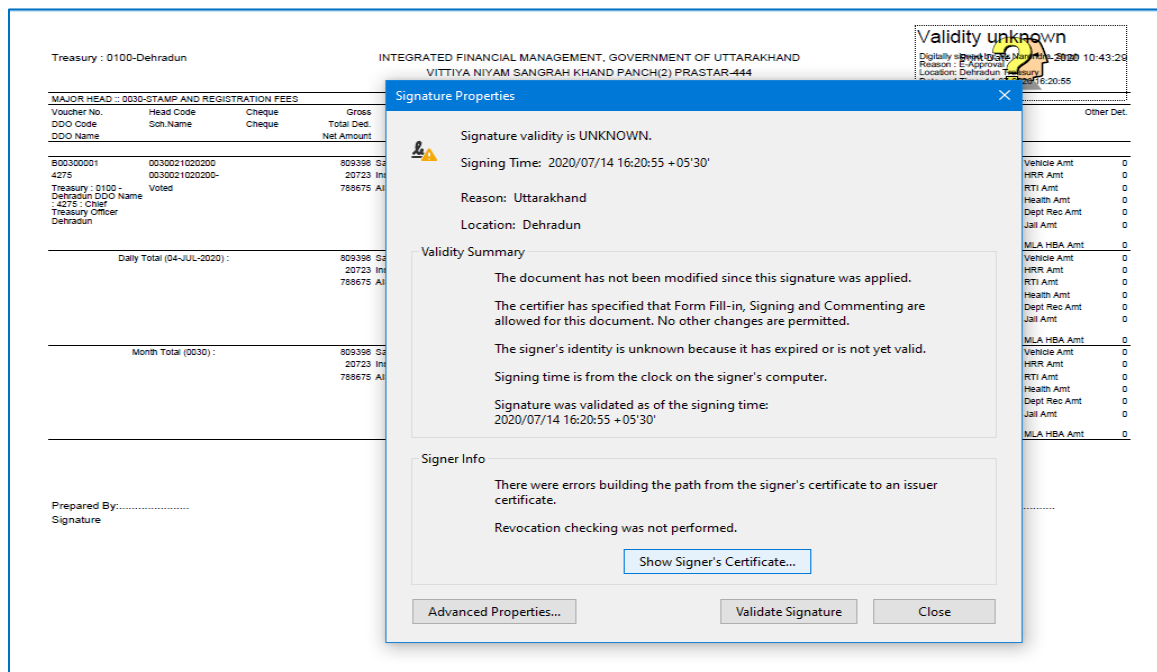


Fig-047

- 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.

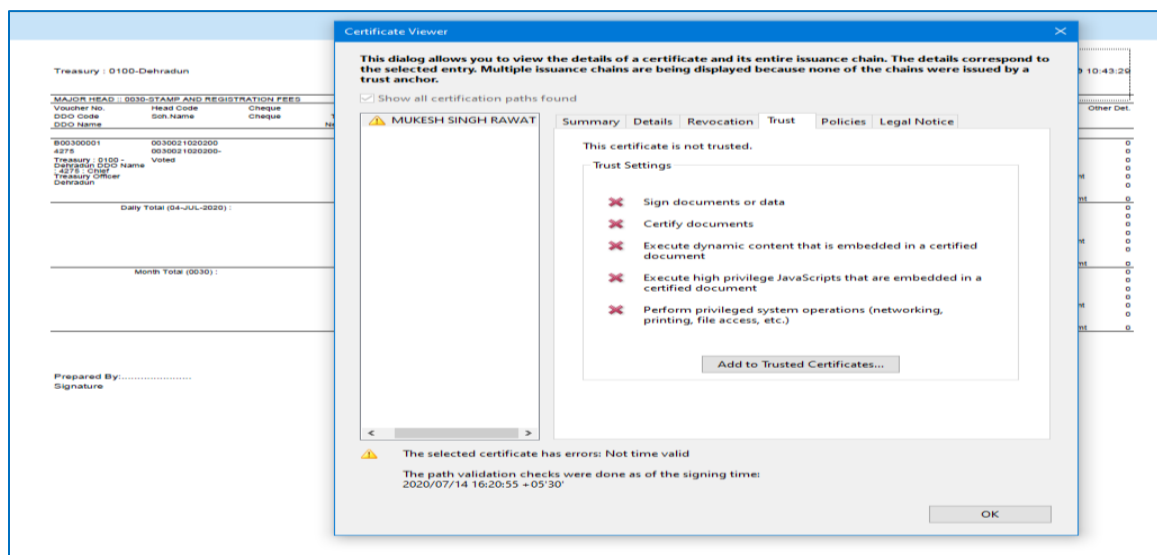


Fig-048

- 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.

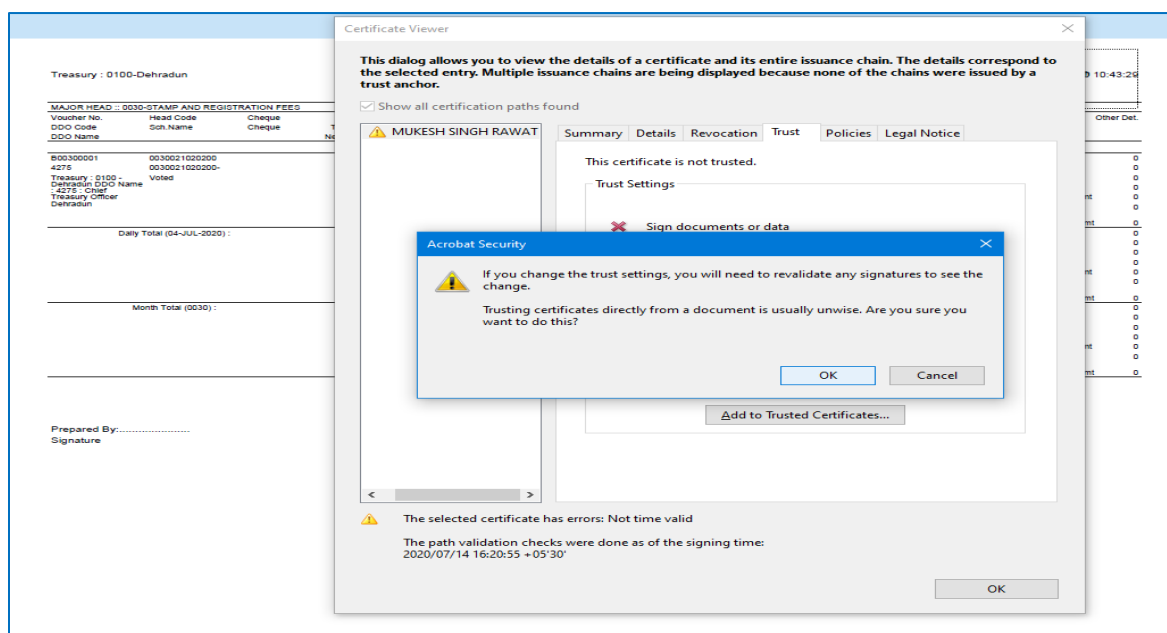


Fig-049

- 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.

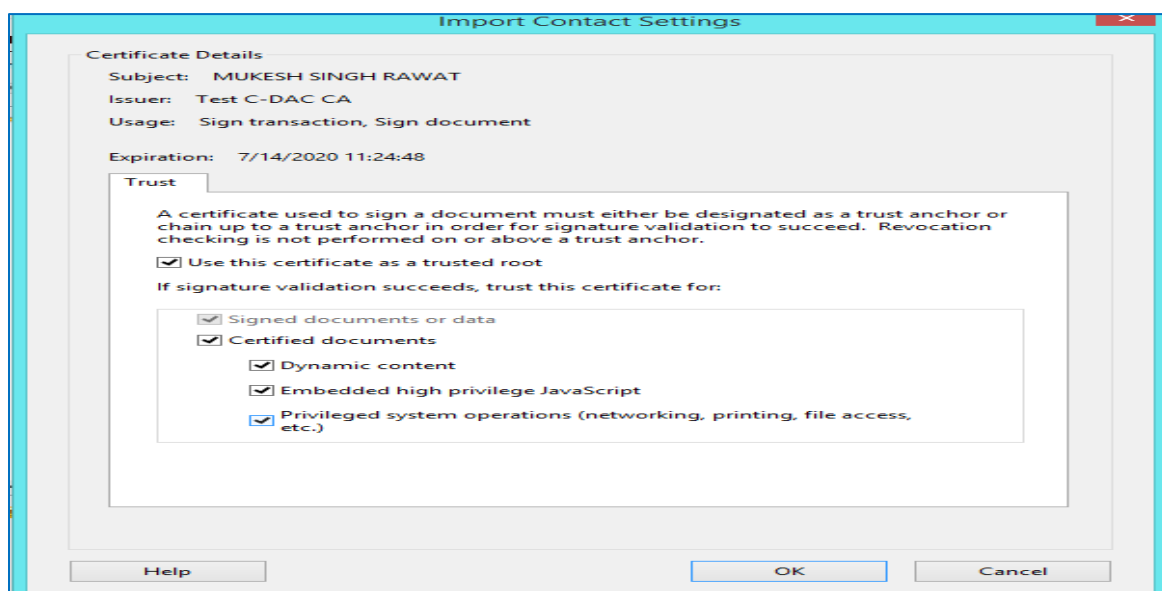


Fig-050

SGHS OPD 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.

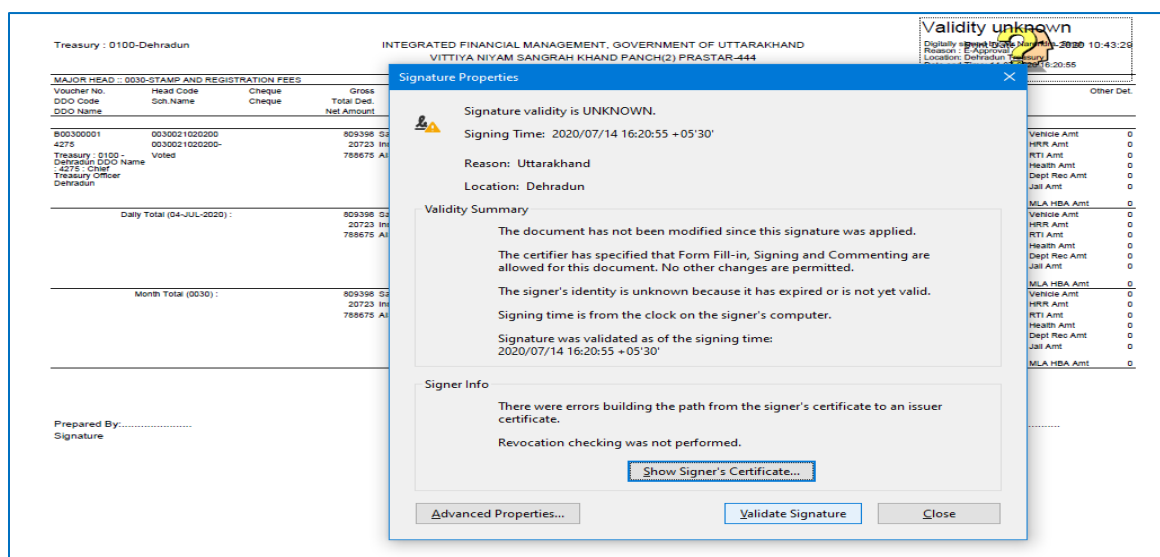


Fig-051

- 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.

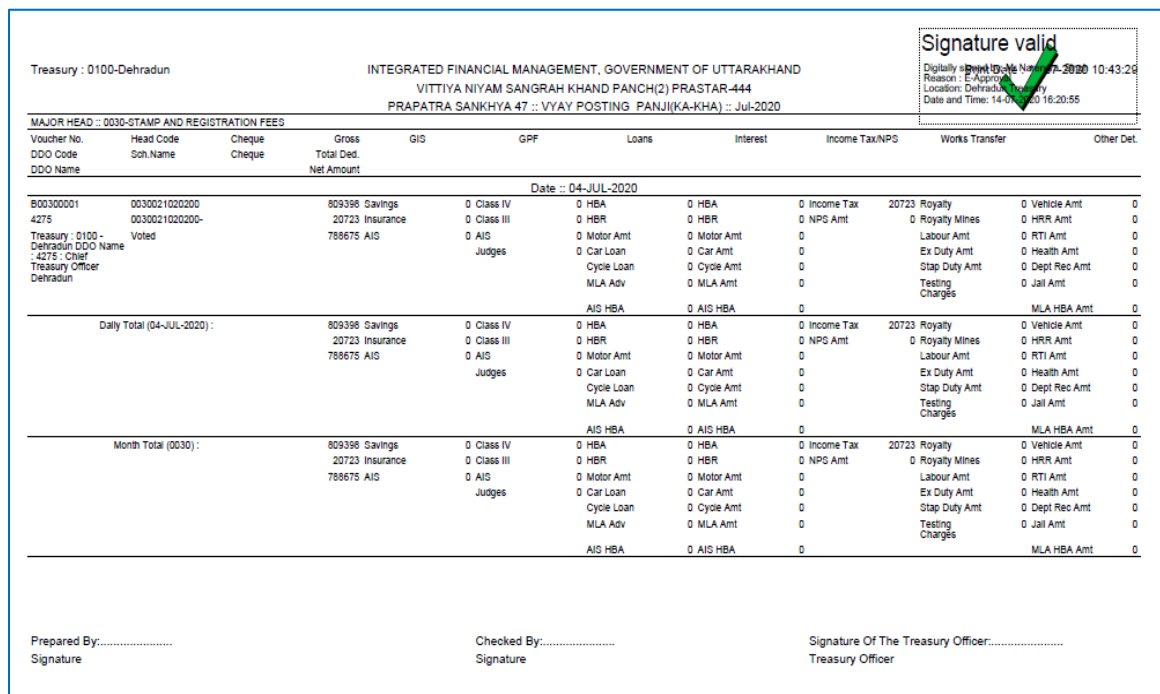


Fig-052