

**Guidelines for Digital Signature Certificate
under State Portal, SSDG & eForms Project.**

1. The State Government, through various Government Orders (released by line departments) has decided that 26 services selected under the project will be provided to citizens electronically using Digital Signatures of the concerned Approving Authorities.
2. The Digital Signatures Certificate's (DSC) under the project are being issued by NIC-RA in name of the Approving Authorities of the services. These are non-transferrable and have to be used by the official himself.
3. The DSC is issued in form of a USB token or Card by NIC-RA, 4th Floor, Kendriya Bhawan, Aliganj, Lucknow.
4. The DSC is issued in name and is valid across the state. In case of transfer of the official from one district to the other, in the same department, he/she will use the same DSC media at the new location.
5. In case of transfer of the official from one district to other (in the same department) the DSC Token/Card should be carried by the official to new location
6. In the case of transfer to a new department the same DSC media will be used. However, the official will have to revoke the existing certificate and send a new DSC form to the NIC-RA Office and re-enroll the certificate.
7. The DSC is valid for one year from date of issue. If the retirement/superannuation of the official is before the expiry of the DSC. He/she has to surrender the DSC to NIC-RA office at time of his/her retirement.
8. In case the official has multiple charges only one DSC is required. In such cases the DSC will issued on basis of the parent department, while the DSC will be used for signing multiple services.
9. If the DSC Token/Card is lost by the official he/she has to lodge an FIR/Complaint with the local police station and revoke the DSC using his/her member-id and clearly mentioning the reason. For a new DSC the official has to apply for a fresh along with a Demand Draft towards the DSC charges.
10. DSC application request will be sent to NIC-RA office through NIC, State Unit, Lucknow. The DSC may be collected from the NIC-RA office at Lucknow by the applicant or his/her department representative or his/her authorized representative.
11. The status of application can be confirmed from NIC-RA Office, Lucknow through Telephone Number 0522-2330403.
12. Enrollment of the DSC should be done with the help of NIC, District Centres.
13. The Digital Signatures have a legal sanctity and should be handled properly to avoid any misuse.
14. A security code in form of 'PIN' is provided with DSC to avoid the misuse of DSC. The officials should not disclose the PIN to anyone for security reasons.