

Guidelines for Filling

Digital Signature Certificate Request Form

Guidelines for Entries on <u>Page 1</u> of Digital Signature Certificate Request Form		
1	Category of Applicant	Select " Government " option
2	Class of Certificate Required	Select " Class II " option
3	Certificate Required	Select " Individual(Signing) " option
4	Certificate Validity (Max. 2 Years)	Tick on the "Two Years" option and write "Two Years" in the space provided
5	Date of Superannuation (dd/mm/yyyy)	Mention Date of Retirement of Applicant
6	Name	Applicant has to write his/her Name. This field should not be left blank
7	Designation	Applicant has to write his/her Designation. This field should not be left blank
8	Email Id	Applicant has to write his/her official email-Id This field should not be left blank
9(a)	Ministry/Department (a) Office Address	Applicant has to write his/her complete official postal address with phone no.
9(b)	Ministry/Department (b) Residential Address	Applicant has to write his/her complete residential postal address with phone no.
10	Identification Details (Tick any one) (Employee ID/ Passport No/ PAN Card No/ Voter ID Card No./ Driving License No/ PF No./ Bank Account Details/ Ration Card No.)	Applicant has to tick on the type of ID and give the details of the ID in the space provided. The applicant has to attach a signed photocopy of the ID along with the application form
11	Certificate Subject Details	
	Organisation	Write " Government of Uttar Pradesh "
	Organisation Unit	Name of the department of applicant (like Revenue, Health, Panchayati Raj, Rural Development etc.) Refer Table 1
	City	Name of the District
	State	Write " Uttar Pradesh "
	Country	Already mentioned " India "
12	SSL Certificate Details	Leave all the fields blank

After completing the above entries Applicant has to Sign the Digital Signature Form at the bottom right of page 1 and mention Date and Place on the bottom left of Page1.

Guidelines for Entries on Page 2 of Digital Signature Certificate Request Form

On Page 2, S.No 10

- Applicant has to tick the first option if he/she is applying for the first time and write his/her name as User ID at point number 10.
- In case the applicant is sending the request for renewal of Digital Signature issued earlier he/she will click the second option and mention the DSC Id of previously issued DSC.
- Applicant has to sign and mentioned the date and place.

On Page 2, Section 2 - Verification and Declaration by Head of Office of Applicant

The Applicant has to write their name in point 1, and mention date and place

After the applicant has completed all the entries on Page 1 & Page 2, the applicant has to get the form verified by his/her HOD or any other senior authority of the District Administration (such as DM/ADM/CDO).

The HoD has to sign at the place provided and put his/her official seal to complete the form.

Guidelines for Entries on Page 3 of Digital Signature Certificate Request Form

Page 3 is not required under the State Portal, SSDG & eForms Project

TABLE 1

S.No	Designation of Applicant	Organisation Unit	Organisation
1	Sub Divisional Magistrate (SDM)	Revenue	Government of Uttar Pradesh
2	Registrar Kanungo (RK)	Revenue	
3	Tehsildar	Revenue	
4	Block Development Officer (BDO)	Rural Development	
5	District Social Welfare Officer (DSWO)	Social Welfare	
6	District Handicap Welfare Officer (DHWO)	Handicap Welfare	
7	District Employment Officer (DEO)	Labour Department	
8	District Supply Officer (DSO)	Food & Civil Supplies	
9	ADO Panchayat	Panchayati Raj	
10	District Panchayati Raj Officer (DPRO)	Panchayati Raj	
11	Executive Officer (EO) Nagar Nigam	Urban Development	
12	Nagar Swasthya Adhikari	Urban Development	
13	Probation Officer	Women Welfare & Child Development	