Instructions for DSC Request Form

Introduction:
Digital signature certificate (DSC) will be used for signing Notices, Letters, and APAR, IPR etc.

Summary of all steps in 1 Page

Overview of Steps involved In DSC request (For Individual officer/official)

Note: Before proceeding, please ensure that individual officer/official must have name based email id and Tarang mobile number tagged with User ID.

1. Officer will submit DSC application form after logging to ‘Employee Self Service (ESS → DSC → DSC Application Form).
2. Scan and upload Photograph, Facsimile Signature, Address and Identity proofs.
3. Verify, correct and request change of personal, hierarchy and post information.
4. Submit DSC Request Application form online to RCC for verification and approval.
5. Print and sign the physical copy of the submitted DSC Request Application form, document proofs duly attested by the Gazetted officer and send to RCC for processing. (Note: Please do not send self-attested documents)
6. DSC vendor will setup a camp at main RCC (CIT(CO)) office to deliver DSC.

Overview of Approval process (For RCC Admin)

1. RCC admin to verify and validate the details submitted in online form and hardcopy provided.
2. Once approved local RCC admin will send hardcopy to main RCC (to the CCA Nodal Officer) with the covering letter mentioning details of all DSC request.
3. CCA Nodal officer to sign and authorize “Authorization Letter” (page 2) of individual DSC Request Application form.
4. CCA Nodal officer will hand over the hardcopy form to Vendor for DSC token delivery.

Overview of Registration process of issued DSC (For Individual officer/official)

1. Change default pin of issued DSC (Mandatory).
2. Register issued DSC in to ITBA system.
3. Digitally sign dummy document for completion of process.
DSC request process

**Step 1: Login to ESS**

Enter the following link on the browser.

https://www.itba.incometax.gov.in

On the Portal landing page click on ‘ESS’ link. Enter user Id, Password and Captcha on the login page. On ESS landing page navigate to DSC application form

**Step 2: Navigate to DSC Application form**

**Navigation:**
Main Menu → Employee Self Service → DSC → DSC Application Form

Note: If user has already submitted DSC application form and pending for approval or registration, system will flash a message “Your DSC application is already submitted and pending for approval at RCC” or “Your DSC application is already approved by RCC and pending for registration“.
(*) marked fields are mandatory fields and system will fetch data from HRMS database.

**Step 3**: Validate Name, Date of Birth, PAN, Aadhaar No. and Government Id card.

Officer should verify the Name and Date of Birth as per the Document being provided. PAN number, Aadhaar Card number should be updated as per document being provided. The system will validate the PAN name and Date of birth from PAN database.

**Step 4**: Scan and attach Photograph, Facsimile, Address and Identity proofs.

Officer should scan and upload Photograph and Signature by clicking ADD button on Photograph and Signature captions respectively.

**Note**: Care should be taken to scan only passport size photograph and facsimile signature of maximum size of 256KB. If needed, scanned photo/facsimile signature may be cropped using software to fit properly into the DSC application.
Officer should also scan and upload Aadhar Card, Government Id Card and PAN card documents on the Attachments grid. Scanned file type should be PDF or JPEG format of maximum size of 5 MB.

**Step 5**: Verify, correct and request change of date of joining Incometax department, hierarchy and post information.

Since the DSC will generating e- Notices and letters it is required that Name, Address, designation based email id of the officer should be correct.

Further for writing APAR Date of joining Incometax department, Civilcode and reporting officer details should be correct.

Officer can correct these details by clicking Verify and Correct data button. The subpage shows the links to correct the details. To correct Reporting officer details the officer needs to mention the details in remarks field and submit to RCC.

Note: In the “Verify & Correct Data”, user must select “Yes” or “No” in the column “*Is this information correct?”. If any correction is required in Location/Designation Email ID/Civil code, user can update these information by own whereas other information can be updated by RCC Admin. User is allowed to submit only when all data are verified and corrected.
Step 6: Submit DSC request to RCC for verification and approval

Officer should click on submit button to send the request for verification and approval.

Step 7: Print application form

Once DSC application is submitted successfully to RCC Admin, “Print Application” button will be enabled to print submitted DSC application. Officer will duly signed the printed DSC application along with signing across the pasted photograph. Officer will send the DSC application to nearest RCC admin along with the attested copies of PAN, Aadhar & Govt ID by the gazetted officer. (Note: Please do not self-attest copies of PAN, Aadhar & Govt ID)
### Registration Form for Digital Certificate

#### Employee & Organization Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>SURESH NARYAN SHINDE</td>
</tr>
<tr>
<td>Employee Email ID</td>
<td><a href="mailto:suresh.naryan@incometax.gov.in">suresh.naryan@incometax.gov.in</a></td>
</tr>
<tr>
<td>Father Name</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td>CIT</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>07-Jul-1956</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Organization Name</td>
<td>Income Tax Department</td>
</tr>
<tr>
<td>ORG Email ID</td>
<td><a href="mailto:DELHI_CIT@INCOMETAX.GOV.IN">DELHI_CIT@INCOMETAX.GOV.IN</a></td>
</tr>
<tr>
<td>Building Name</td>
<td>C R BUILDING</td>
</tr>
<tr>
<td>Office Address</td>
<td>I P ESTATE; NEW DELHI</td>
</tr>
<tr>
<td>Area/Landmark</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>DELHI</td>
</tr>
<tr>
<td>State</td>
<td>Delhi (UT)</td>
</tr>
<tr>
<td>Department</td>
<td>100002</td>
</tr>
<tr>
<td>PIN Code</td>
<td>110002</td>
</tr>
</tbody>
</table>

#### Identification Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Govt. ID Card Detail</td>
<td>Enclose attested copy</td>
<td></td>
</tr>
<tr>
<td>PAN Card No.</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Aadhar Card No.</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### NOTE

Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

### Declaration

I declare that employee has provided correct information in this application form. I have checked and verified the application form and supporting documents. I hereby take full responsibility for any wrong verification made, or wrong documents submitted for the application.

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td></td>
</tr>
<tr>
<td>Signature of Employee with seal of Organization</td>
<td></td>
</tr>
</tbody>
</table>

**For RA use only**

- All documents, address and physical presence verified by
- RA Name, Seal & Signature

Signature in blue ink only.
Approval Process – ONLY for RCC ADMIN officers

Step 1: Navigate to DSC Administration page verify and validate

**Navigation**: Main Menu → Workforce Administration → DSC → DSC Administration

RCC admin identified for Approval process will navigate to DSC Administration mentioned above. The officer will select Request status “Applied” and click on search button.

All submitted requests will be made available. As per Figure below.

Admin will verify details with respect to received hard copies and uploaded documents.

**Step 2**: On verification, local RCC admin can approve or deny DSC application. While denying, RCC admin will provide reason into the comment section.

**Step 3**: Once approved, local RCC admin will send hardcopy to main RCC center (the CCA nodal officer) along with the covering letter and details of DSC application generated from the system.

**Step 4**: On receiving DSC application form from local RCC, CCA nodal officer will authorize “Authorization Letter” (page 2) of individual DSC request. CCA nodal officer as a RCC Admin will also approve DSC request received directly from the individual user and authorize “Authorization Letter” (page 2) of individual DSC request.

**Step 5**: CCA nodal officer will handover hardcopies to vendor for further process.

Note: Once approved the data will be electronically sent to DSC Vendor. However the main RCC Admin will have to handover hardcopies received from Officer to vendor representative as pre-requisite.

**Step 6**: Post approval process, DSC vendor will provide USB token with pre-downloaded DSC along with default PIN. CCA nodal officer will have to ensure change of default PIN by individual officer before registration into HRMS system.
Registration process of issued DSC (For Individual officer/official)

1. Change default pin of issued DSC (Mandatory).
2. Register issued DSC in to ITBA system.
3. Digitally sign Test document for completion process.

**Step 1:** Once approved by DSC vendor, DSC vendor will organise camps at main RCC and other RCCs for distribution of USB token. All officers/officials who have applied for DSC will collect DSC from the respective RCC office. DSC vendor will also educate DSC user about how to use DSC for signing documents.

**Step 2:** Once DSC is delivered to individual officer/official, DSC user has to mandatorily change default pin of issued DSC.

**Step 3:** Further, DSC user has to register issued DSC in the ITBA system for signing of document in the ITBA/HRMS application.

**Step 4:** Once DSC USB token is plugged into the system, ‘ePass 2000’ token utility will automatically installed into the system where user can login through PIN and view issued DSC. User can also change PIN through the installed utility.

**Note:** In case, ‘ePass 2000’ token utility is not installed automatically, user can browse the USB token and double click on the Setup File to install manually.

**Step 4:** Once user successfully registered in ITBA system, user needs to sign Test document to ensure the completion of registration process.
Count of Eligible Officers for Issuance of DSC based on Data in HRMS (Excludes DDO and AO if different)

*Data may be updated and corrected by RCC Officers in HRMS*