



Kerala State IT Mission
Department of Information Technology
Government of Kerala
Thiruvananthapuram

PROCEEDINGS OF THE DIRECTOR, Kerala State IT Mission

THIRUVANANTHAPURAM

Present: Smt. Dr.S.Chithra IAS

Sub: Selection of Agency – Issuance of Digital Signature Certificate for Govt of Kerala Officials – Proceedings regd.

DDFS/Admin/517/2014-KSITM /

Dated: 17/02/2019

Read: Kerala State Electronics Development Corporation Ltd Proposal dated 15th December 2018

As per the references cited above, M/s.Keltron submitted proposal and informed that, Keltron is ready to supply Digital Signature Certificate (DSC) as per the existing empanel rate of Kerala State IT Mission.The existing contract will expire on 21/02/2019

ORDER

M/s Keltron Proposal approved to supply and installation of Digital Signature Certificate for a period from 22/02/2019 to 21/02/2020.

Rates are given below:

Sl.no	Particulars	Validity(in years)	Qty	Total Price inclusive of all taxes
1	e-Token (Hardware) without certificate		1	250
2	Class 2 DSC (Signing) Certificate	2	1	160
3	Class 2 DSC (Signing & Encryption) Certificate	2	1	200
4	Class 3 DSC (Signing) Certificate	2	1	560
5	Class 3 DSC (Signing & Encryption) Certificate	2	1	700
6	Renewal of Class 2 DSC (Signing) Certificate	2	1	160
7	Renewal of Class 2 DSC (Signing & Encryption) Certificate	2	1	200
8	Renewal of Class 3 DSC (Signing) Certificate	2	1	560

9	Renewal of Class 3 DSC (Signing & Encryption) Certificate	2	1	700
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The Kerala State Electronics Development Corporation Ltd would execute the work/process the applications within the 3 days and submit monthly MIS report to KSITM. Keltron may add the same in CPRCS portal.

Director, KSITM

Dr. CHITHRA S IAS
DIRECTOR
Kerala State IT Mission
Department of Electronics & Information Technology

To,

Kerala State Electronics Development Corporation Ltd

Keltron House, Vellayambalam

Thiruvananthapuram - 695033

Copy to:

1. The Head e Governance, KSITM - for information
2. The Head Technology, KSITM - for information
3. The Finance Officer, KSITM -for information
4. The Administrative Officer, KSITM -- for information
5. All Project Heads, KSITM - for information
6. Stock File.

Digital Signature application collection and support Team

SL.NO	NAME	DISTRICT	Mobile
1	Sreeraj B	Thiruvananthapuram	8281899501
2	Jishnu S	Kollam	8281899502
3	Vishnula O	Alappuzha	8281899503
4	Abhijith V	Pathanamthitta	8281899504
5	Sobin K Thomas	Kottayam	8281899505
6	Bibin Thomas	Idukki	8281899506
7	MiyadhRahman	Ernakulam	8281899507
8	ReshmaRavindran	Thrissur	8281899508
9	Vishnu J	Palakad	8281899509
10	Aslam	Malappuram	8281899510
11	Arunraj V R	Kozhikod	8281899511
12	PrajithPreman	Wayanad	8281899512
13	Shibili P	Kannur	8281899513
14	Athira P V	Kasargod	8281899514

The Central Location Address:

Digital Signature Support Centre
IIS - KELTRON Vellayambalam
Thiruvananthapuram-695033
Mobile: - 8078018474
email :- dsckeltron@gmail.com

Form Filling Instructions:-

- a) The Passport Size photograph of the applicant to be affixed on the form.
- b) The Applicant to put signature across the Photograph. Use Blue ink only. – The signature to start from the application and should end on the photo or can cross the photo depending on the length of the signature.
- c) Try to write in capital letters and clearly.
- d) Must fill the details as appearing in the ID proof & other supporting Documents.
- e) Must not have any corrections and over writings on the application.
- f) As the attached application is a common one for both class 2 and 3, Please tick class 2 , Sign Only and tick validity 1 year or 2 years as per your requirement and fill all the particulars.
- g) Photograph of applicant to be affixed on the application and signed across it.
- h) Applicant to sign with seal of organization at the bottom of the application above "Signature of Applicant with seal of Organization "
- i) Identity Proof copy (Like PAN or Driving Licence or Passport) AND Official identity Card Copy to be enclosed. The Enclosed Id proofs (2 no's) -- To be Attested in Blue Ink Only - Preferably from Authorising Higher Authority (Other than the Applicant) OR Either by Bank Manager OR Any Gazette Officer OR Post Master. Attesting officer to mention Name + Designation + Contact No, + Employ Code no (For Bank Managers) -- (Note : Notary Attestation not acceptable as per CCA guidelines). (Ensure the spelling of the Name in the Identity proof Matches with the spelling filled in the application)
- j) Authorization Letter on the 2nd page of the application to be filled and higher official to sign with seal of the organization. A self-signed Id Proof of Higher Official with seal also to be enclosed.
- k) A draft letter is attached and the same is to be edited and to be submitted along with application. This letter to be signed by higher Official Only. And Higher official has to enclose His/Her self-attested id proof.
- l) Ensure the spelling of the Applicant is filled in the application as per the spelling in Identity proof of applicant.

DSC FOR GOVERNMENT ORGANIZATION

This form is applicable to officers of Central Government / State Government / PSUs / Autonomous body of Central Government /

• Please select Certificate type

TIP : Please select class of certificate and validity.

Class	2 <input type="checkbox"/> 3 <input type="checkbox"/>	Year	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Type	Sign <input type="checkbox"/> Encrypt <input type="checkbox"/> Sign & Encrypt <input type="checkbox"/>	Applicant ID (Internal use)	Order ID (Internal use)
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• Please fill the applicant details

TIP : The certificate would be issued in the following name.

Applicant Name	PAN Number
<input type="text"/>	<input type="text"/>
E-mail ID	Mobile No.
<input type="text"/>	<input type="text"/>

• Please fill organization details

TIP : Please tell us about your organization.

Organization Name	<input type="text"/>		
Organization Address	<input type="text"/>		
Department	Designation	TAN Number (If applicable)	
Pin Code	Town/City/District	State/Union Territory	
GST No.	<input type="text"/>		

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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

Instructions:

1. Please fill up the form in 'English' only.
2. Incomplete, illegible or inconsistent applications will be rejected.
3. DSC Download link is sent to the applicant email only.
4. The certificates must be downloaded only in a cryptographic device.
5. Applicants must refer to CapricornID CPS at www.certificate.digital.
6. For Class 2 & 3 certificate, HOD should certify the physical verification of subscriber. With a statement similar to that used for life certificate of pensioners.
7. The attestation of documents may be carried out by Head of Office/Gazetted Officer.
8. Contact us at : support@certificate.digital or at +91 (011) 6140 0060
9. The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
10. for encryption certificate only
I hereby undertake that a backup copy of the encryption key will be securely maintained by me.(Applicant)
11. Applicant has to sign across the photograph extended to application form.

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Place:

Date:

Signature of applicant as in ID Proof with seal of organization (Blue link only)

affix recent
passport
size photograph
of the
applicant

applicant has to sign across
the photograph extended
to application form

This form is applicable to officers of Central Government / State Government / PSUs / Autonomous body of Central Government /

Documents Required:

- ☐ Applicant's government Id card / Letter from organization for existence of applicant / Pay slip.
- ☐ Authorization letter forwarded / Certified by Department / Head of Office / Coordinator mentioning Mobile number and eMail address of the applicant (In letterhead).
- ☐ Identity card of authorised signatory (authorising person) or proof of authorised signatory's association with organisation.

I hereby declare that neither PAN ☐ nor Aadhaar ☐ Number has been issued to me.

Authorization Letter

NOTE: The authorized signatories for applying digital signature certificate should be duly authorized by the resolution of board of directors/ partners.

TO,

CAPRICORN IDENTITY SERVICES PVT. LTD.

This is to certify that

Mr. / Ms (certificate applicant) _____

Mobile no. _____ and email id _____ has provided correct information in the application form for issuance of digital certificate to the best of my knowledge, is working with (organization name) _____

He / She is hereby authorized to obtain a digital certificate issued by Capricorn Identity Services Pvt. Ltd.

Details of authorising person

Name

Designation

Identity / Card No. / Employee Id

Date

Place

Signature of authorising person only with seal of the organization



Capricorn
Identity Services Pvt. Ltd.
visit <http://www.Certificate.Digital>