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


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:

<table>
<thead>
<tr>
<th>Sl.no</th>
<th>Particulars</th>
<th>Validity(in years)</th>
<th>Qty</th>
<th>Total Price inclusive of all taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>e-Token (Hardware) without certificate</td>
<td></td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>2</td>
<td>Class 2 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>160</td>
</tr>
<tr>
<td>3</td>
<td>Class 2 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>4</td>
<td>Class 3 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>560</td>
</tr>
<tr>
<td>5</td>
<td>Class 3 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>700</td>
</tr>
<tr>
<td>6</td>
<td>Renewal of Class 2 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>160</td>
</tr>
<tr>
<td>7</td>
<td>Renewal of Class 2 DSC (Signing &amp; Encryption) Certificate</td>
<td>2</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>8</td>
<td>Renewal of Class 3 DSC (Signing) Certificate</td>
<td>2</td>
<td>1</td>
<td>560</td>
</tr>
</tbody>
</table>
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 CFRCS portal.

| 9 | Renewal of Class 3 DSC (Signing & Encryption) Certificate | 2 | 1 | 700 |

To,
Kerala State Electronics Development Corporation Ltd
Keltron House, Vellayambalam
Thiruvananthapuram - 695033

Copy to:

1. The Head of Governance, KSITM - for information
2. The Head of 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
## Digital Signature application collection and support Team

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

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 offices of Central Government / State Government / PBUs / Autonomous body of Central Government /

Please select Certificate type

TIP: Please select class of certificate and validity.

Class 2 3

Year 1 2 3

Type Sign Encrypt Sign & Encrypt

Applicant ID (Internal use) Order ID (Internal use)

Please fill the applicant details

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

Applicant Name

PAN Number

E-mail ID

Mobile No.

Please fill organization details

TIP: Please tell us about your organization.

Organization Name

Organization Address

Department

Designation

TAN Number (if applicable)

Pin Code

Town/City/District

State/Union Territory

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 Capricorn 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 Capricorn® 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

PAGE 1 TO BE CONTINUED
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Identity / Card No. / Employee Id</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of authorising person only with seal of the organization