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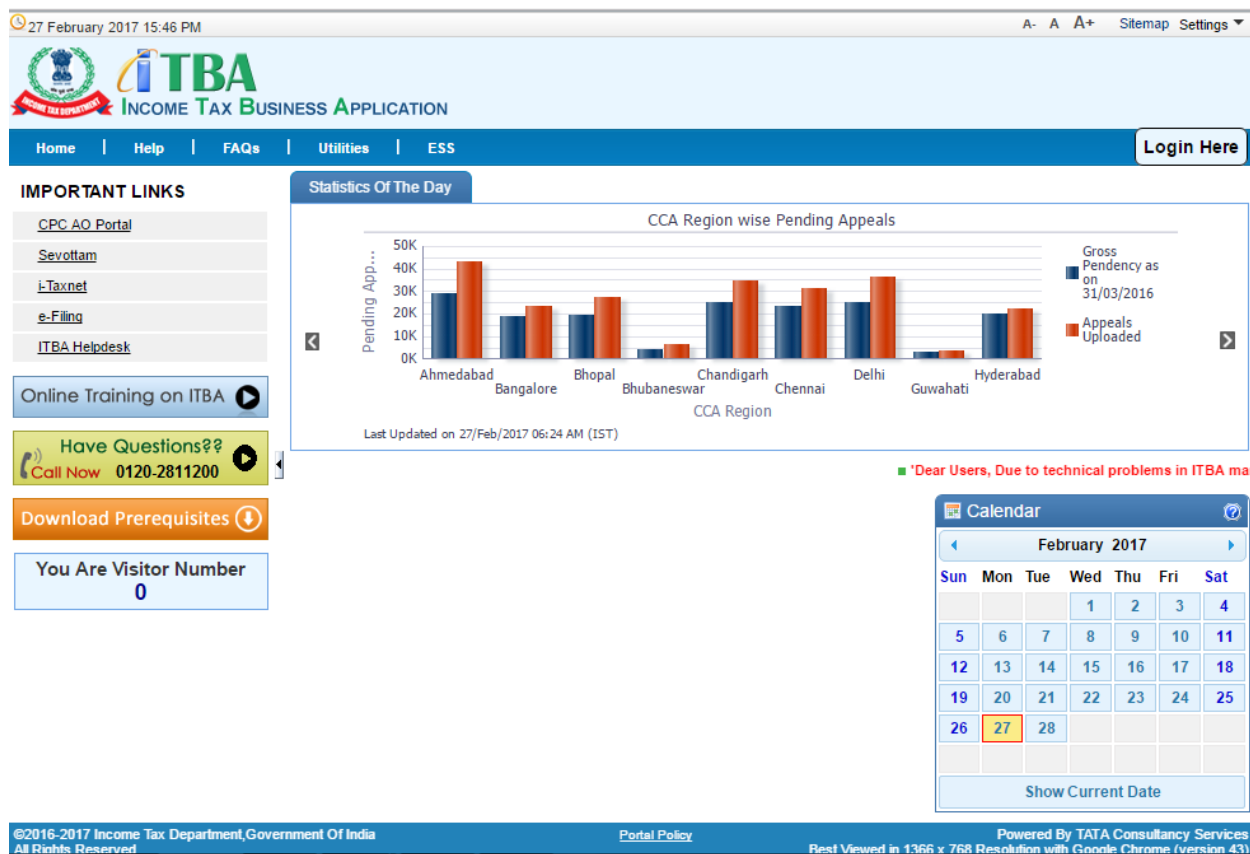
1. Change default pin of issued DSC (Mandatory).
2. Register issued DSC in to ITBA system.
3. Digitally sign dummy document for completion of process.

DSC request process

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".

Figure 1: DSC Application form

(*) 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.

	Description	Value	*Is this information correct?	Link	Remarks
1	Name of Employee	SURESH NARYAN SHINDE SHINDE	▼	Contact your RCC Admin to update your name.	
2	Designation of Employee	CIT	▼	Contact your RCC Admin to update designation.	
3	Date of Birth of Employee	07-Jul-1956	▼	Contact your RCC Admin to update date of birth.	
4	Location	C R BUILDING, I P ESTATE, NEW DELHI, DELHI	▼	Change Location & Room Number	
5	Designation based EmailID	DELHI_CIT@INCOMETAX.GOV.IN	▼	Change Designation based Emailld	
6	Reports To Position	11120001 Designation - CCIT	▼	Contact your RCC Admin to update Reports to.	
7	Reporting Officer	FARERI PATHAK	▼	Contact your RCC Admin to update Reporting Officer.	
8	Civil List Code	04065	▼	Change Civil List Code	

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 dully 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
----------GOVERNMENT----------

Application ID1		OR	Application ID2	

Class Type -	Class 2	Validity (in Years) -	2 Years	Type -	Signature & Encryption

Employee & Organization Details

Employee Name	SURESH NARYAN SHINDE
Employee Email ID	suresh.narayan@incometax.gov.in
Employee Mobile No	9999999999
Designation	CIT
Date of Birth	07-Jul-1956
Gender	Female
Organization Name	IncomeTax Department
Organization Email ID	DELHI_CIT@INCOMETAX.GOV.IN
Building Name	C R BUILDING
Office Address	I P ESTATE, NEW DELHI
Area/Landmark	

EMPLOYEE TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM

City	DELHI	**State**	Delhi (UT)
Department	100002	**PIN Code**	110002

Identification Details

Govt. ID Card Detail (Enclose attested copy)
PAN Card No.
Aadhar Card No.   0

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.

Date:	Place:	Signature of Employee with seal of Organization

Verified by Office	For RA use only All documents, address and physical presence verified by
Seal & Signature	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)

Row Labels	PR.CCIT	CHIEF COMMISSIONER OF IT	DIRECTOR GENERAL OF IT	PR CIT	COMMISSIONER OF IT	DIRECTOR OF IT	JT/ADDL DIR/ COMM OF IT	ASST/DEPUTY DIR/ COMM OF IT	ASST /DEPUTY DIRECTOR	INCOME TAX OFFICER	TAX RECOVERY OFFICER	Grand Total
CCAPR	1	2		14	28	3	68	88	1	305	9	519
CCBBN	1	1		2	6	1	16	27		91	4	149
CCBPL	*	2	1	5	21	2	47	66	1	239	4	388
CCCHE	1	8		10	40	4	69	125	1	445	18	721
CCDEL	3	9	5	19	98	24	150	200	26	595	2	1131
CCGHY	1	1		3	6	1	17	28		119	1	177
CCGUJ	1	7	1	24	42	3	82	130	1	461	19	771
CCKAR	1	5	1	16	34	2	73	110	4	320	8	574
CCKNP	1	2	1	8	26	1	48	56	4	226	2	375
CCKRL	*	1	1	3	8	1	25	45	3	148	9	244
CCLKN	*2	2		3	20	1	34	75	5	186	3	331
CCMUM	*	12	1	26	77	3	164	250	4	674	29	1240
CCNAD	1				4		7	10		2		24
CCNGP	1			1	10	1	15	22	1	82	3	136
CCNWR	1	7	1	20	40	3	75	106	4	431	12	700
CCPNE	1	4		12	30	2	59	70	3	336	4	521
CCPTN	1			5	10	1	31	42		189	7	286
CCRJN	2	3		8	17	1	41	69	2	221	10	374
CCSHR	*	4	7	14	28	2	25	258		128	9	475
CCWBG	1	5		12	35	5	95	161		462	9	785
Grand Total	20	75	19	205	580	61	1141	1938	60	5660	162	9921

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