

## DSC Process Guide

### 1. DSC Procurement

**It is mandatory for all users of K 2 to use the Digital Signature Certificate (DSC) for the various activities performed on K 2.**

a. Khajane 2 will provide the DSCs to the individual registered users. The procedure for obtaining the DSC is as under.

- 1) Each DDO user should login into Khajane 2 at <https://www.khajane2.karnataka.gov.in>.
- 2) The user should select DSC Procurement menu.
- 3) User is required to furnish an address proof and an ID Proof for obtaining the DSCs. Some examples of documents that can be used as address proof and ID proof are as under:
  - i. Government issued Photo ID with full signature of the employee (POI)
  - ii. Driving Licence(POI & POA)
  - iii. Passport (POI & POA)
  - iv. PAN Card (POI)
  - v. Ration Card, Voter's ID, Aadhaar and Latest Telephone Bill (POA)
- 4) Details should be entered in K 2 as per the supporting documents furnished.
- 5) Each applicant is required to furnish a unique email id in the application. Since **DSC is issued for an individual and not post based**, personal email id has to be provided.
  - i. It is noted that in a office same email id is furnished by all applicants. This leads to rejection of the application.
- 6) A print out of the completed application should be taken by the user.
- 7) Photograph of the applicant should be pasted on the application in the allotted space.
- 8) The photograph should be self-attested across the photograph by the applicant.
- 9) The application has to be signed in blue ink only by the DSC applicant.
  - i. Black, green and red ink pens should not be used, as the Certification Issuing Authority will reject such applications.
- 10) Care should be taken to see that the signature of the applicant tallies with the signature in the ID proof provided.

- i. Please use a latest Proof of ID, having recent signature. Signature mismatch will lead to rejection of application by the Certification Issuing Authority.
- 11) In case of support staff, please ensure that the DDO countersigns the DSC applications in the space provided in the printed form.
- 12) Completed application should be submitted to the Treasury officer along with the supporting documents.
- 13) Please also electronically submit the application (already completed in K 2), on K2 to the Treasury Officer.
- 14) Application completed in all respects will be attested by the Treasury officer under his seal and signature.
- 15) The soft copy of the application will be forwarded to DSC Management Cell by the Treasury Officer, while the hard copy with enclosures will be sent to DSC M Cell by the Treasury Officer.
- 16) The application will be sent to DMC for issue of DSC to the user.

## **2. DSC Receipt and enrollment**

- a. For the applications completed in all respects, the Certifying authority will issue the DSC in e-token and same is sent to the DSC Management Cell, Bengaluru.
  - a. **Rejection of the application:** Applications for DSC are liable for rejection for the following reasons.
    - i. Non furnishing of unique email id by each applicant
    - ii. Usage of the same email id by many applicants
      - 1. Please use individual personal unique email ids for each of the application.
    - iii. Signing on the photo, application and for attestation on the documents, in colours other than blue ink. Please use only blue ink for signing and also attestation.
    - iv. Not signing on the photograph
      - 1. Please sign on the photograph in blue ink
    - v. Signature on the application not matching with the signature in the Proof of Identity document.
      - 1. Please ensure that signatures on documents match with signature on the application/attestation.
    - vi. Documents copies being not legible
      - 1. Please ensure that copies of the ID and address proof documents are legible and clear copies with all details being visible properly. Ensure that you attest the copies with blue ink.

Users are required to ensure that these mistakes are avoided.

In case of such mistakes, users will be intimated through SMS and are required to correct the same and resubmit the application.

- b. In case of accepted applications for which DSCs are issued by the Certifying Authority, DSC Management Cell will send the DSCs of users to the respective Treasuries.
- c. After the issue of the DSC in e-token the DDO users will be notified by the treasury.
- d. DSC of the DDO users will be mapped to the KGID of the respective employees in K 2 at the Treasury.
- e. DSC will be issued at the Treasury after the process of enrollment.
  - a. DSCs have to be collected from the Treasury by the DDO or an authorized signatory, under acknowledgement.
- f. DSCs should inturn be distributed to the users (maker, checker, approver) on acknowledgement in prescribed form.
- g. After receipt of the DSC, users should login to Khajane2 @ <https://www.khajane2.karnataka.gov.in> and acknowledge the receipt of the same.

### **3. Existing DSCs**

**Users already having a DSC issued by the Government, need not apply for the DSC, if the validity of the Certificate is atleast 6 months.**

**In such cases, please intimate to the Treasury Officer, the e-token serial number and the certificate serial number.**