

4. In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

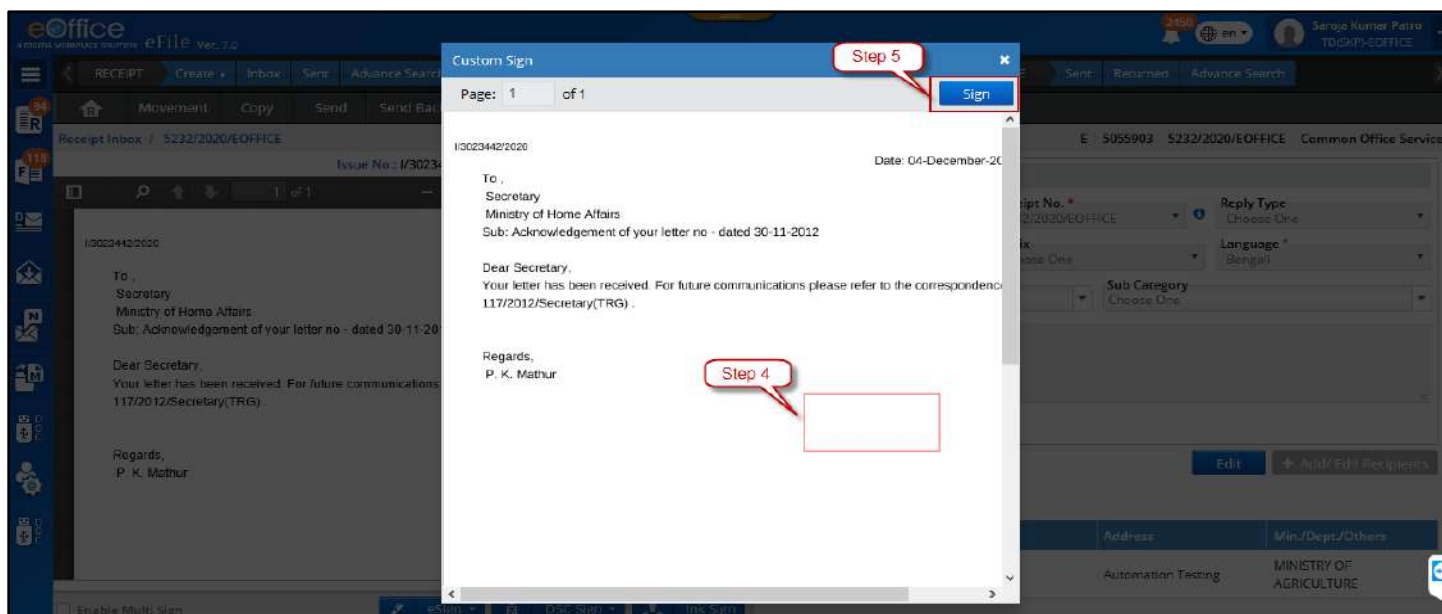


Figure 90

5. Click '**Sign**' in Custom Sign pop-up window.
6. Enter **PIN** for **DSC**.
7. Click '**OK**' to DSC sign the approved draft.

Note:

- Draft status should change to **Signed**.
- User shall be able to view Digital Signature(s) on signature panel of signed draft.
- Option of '**Edit**' (Recipient Detail) and to '**Dispatch**' will be available.
- DSC details (user's name, DSC token name, date and time stamp of signing) will be embossed on the Approved DFA content at the bottom left of the document or at desired location in case of custom sign.

eSign

This feature allows user to digitally sign Draft using eHastakshar/eSign (Aadhaar based using OTP or Fingerprint).

Important Points:

- ✓ eSign Web service should be up and running.
- ✓ Web service URL should available in eFile application configuration table.
- ✓ User should have Aadhaar authenticated mobile number (For OTP based eSign) listed in the EMD.
- ✓ User should have Biometric Device (For Fingerprint/IRIS based eSign) connected to system.
- ✓ License Agreement (Consent of Authentication) should be made between the Department and eSign Service provider to avail the eSign service.

STEPS TO FOLLOW:

1. Click opens an Approved draft from the 'List of Drafts'.

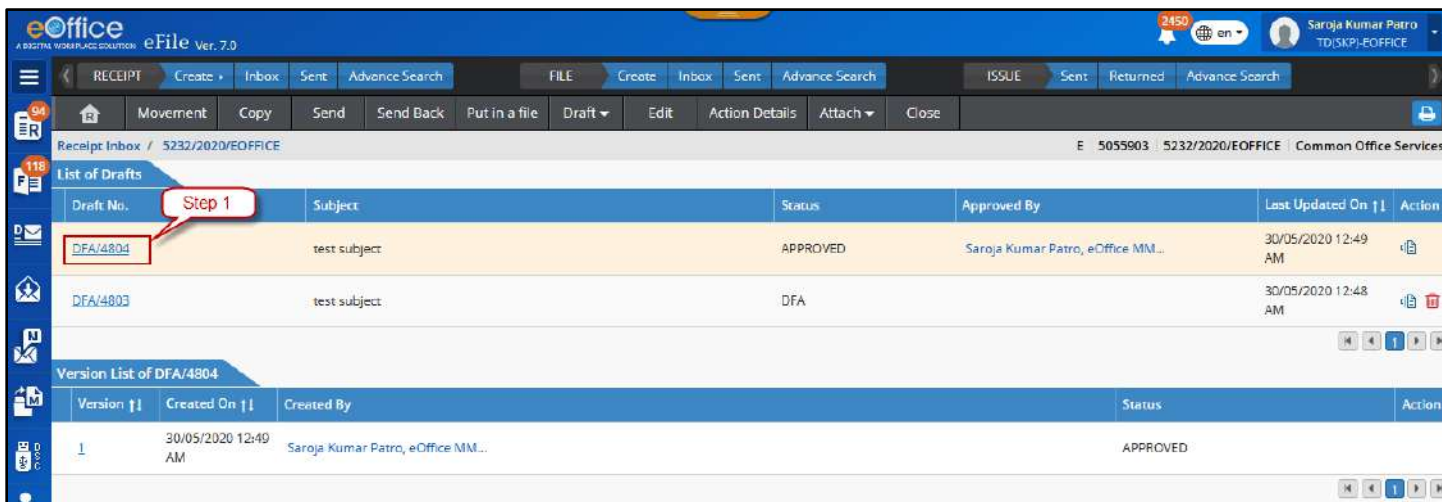


Figure 91

2. Click 'eSign' button.

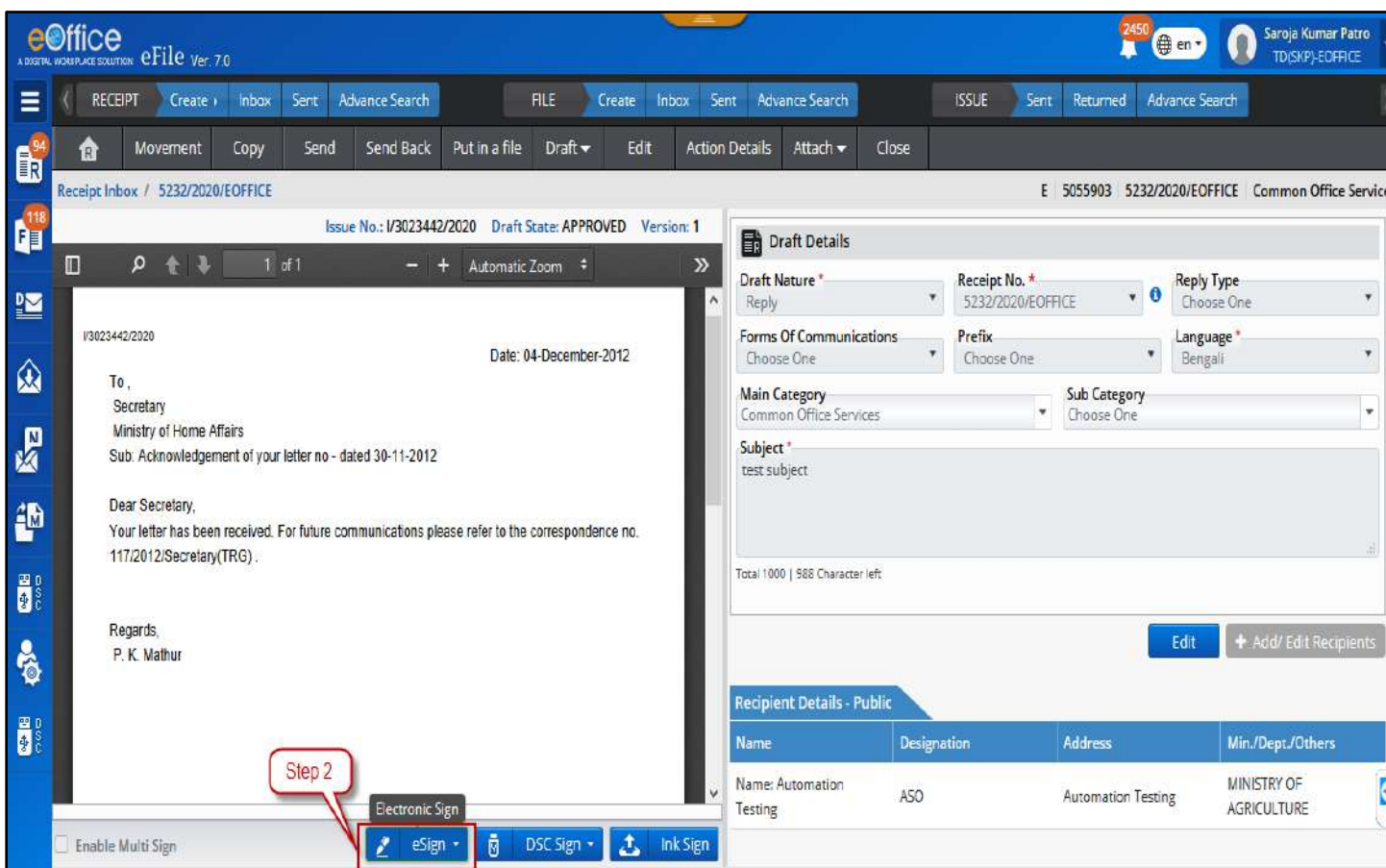


Figure 92

To Sign with OTP method at default location

3. Click 'Default' and choose option 'with OTP'.

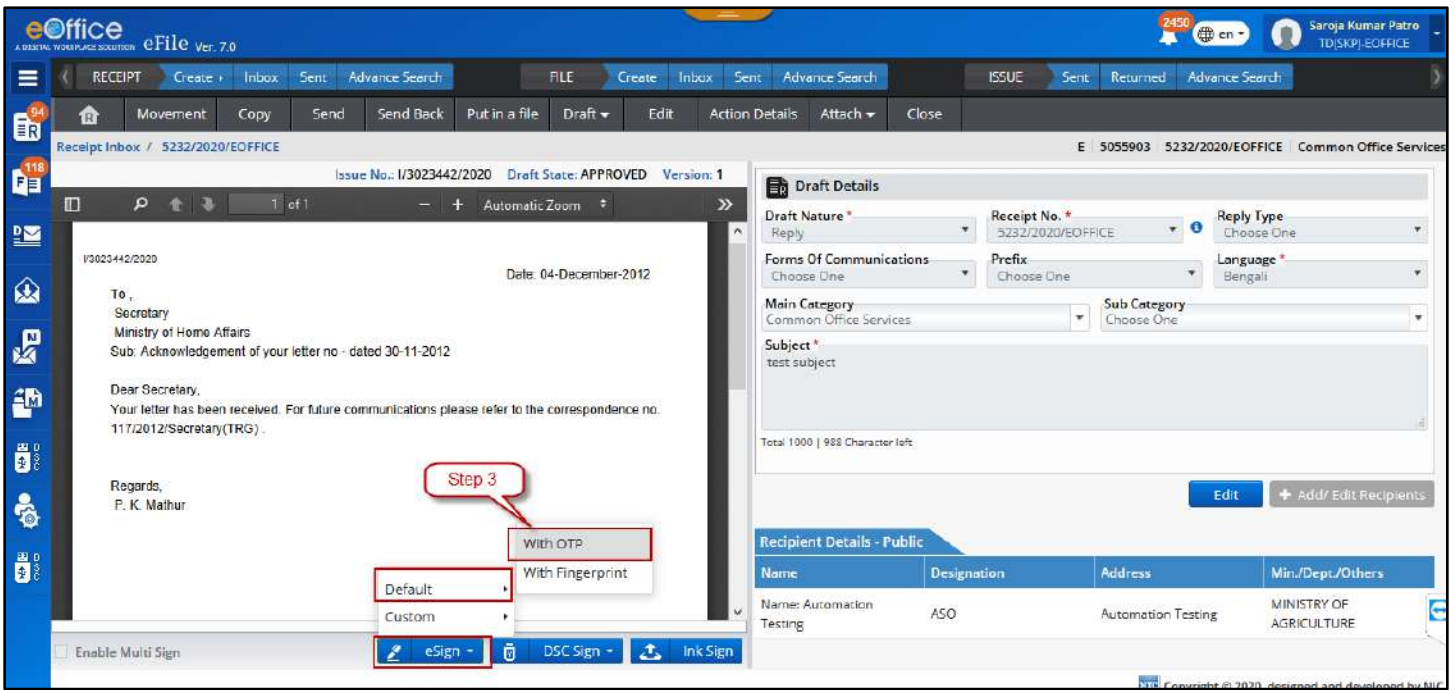


Figure 93

4. To proceed, read and agree to the 'Consent for Authentication form' and then you are redirected to the eSign service portal.

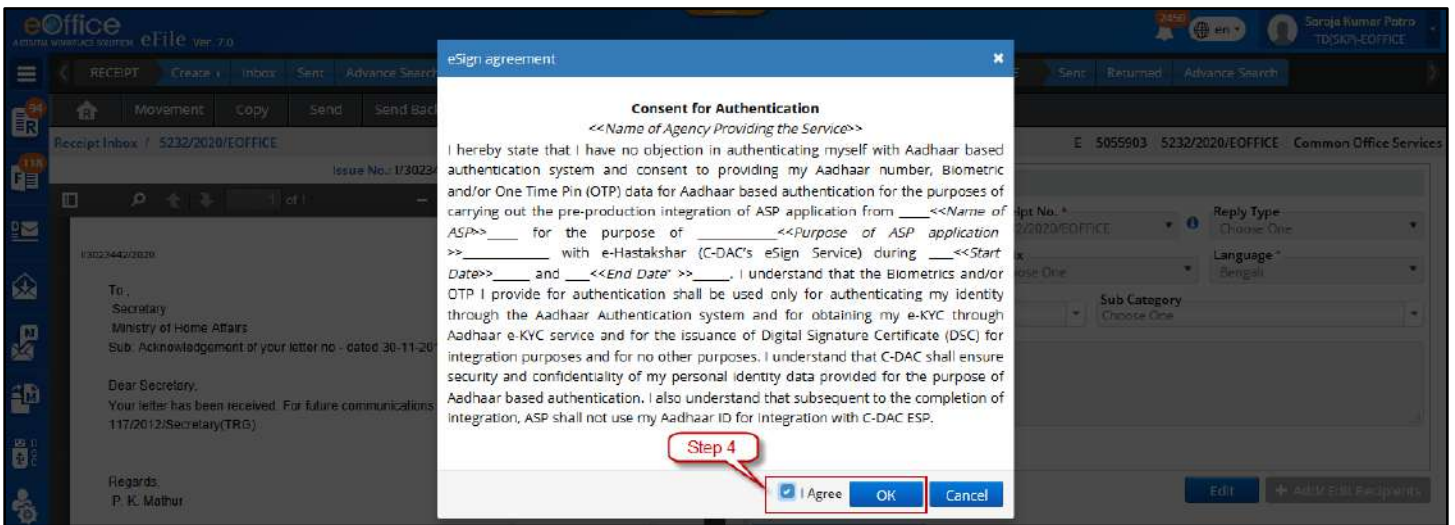


Figure 94

5. Enter your Aadhaar Number/Virtual ID and Click 'Get OTP'.

You are currently using C-DAC eSign Service and have been redirected from



Aadhaar Based e-Authentication

Enter Your Virtual ID / Aadhaar Number Get Virtual ID

Enter Your Aadhaar OTP

[View Document Information](#)

Get OTP **Cancel** Not Received OTP? [Resend OTP](#)

Step 5

Figure 95

6. Enter the OTP received on the registered mobile number.
7. Click ‘**Submit**’ to eSign the approved draft.

To Sign with Fingerprint method at default location

3. Click ‘**Default**’ and choose option ‘**with Fingerprint**’.

The screenshot shows the eOffice eFile interface. The main window displays a draft document with the following content:

Issue No.: I/3023442/2020 Draft State: APPROVED Version: 1

To, Secretary, Ministry of Home Affairs
Sub: Acknowledgement of your letter no - dated 30-11-2012

Date: 04-December-2012

Dear Secretary,
Your letter has been received. For future communications please refer to the correspondence no. 117/2012/Secretary(TRG).

Regards,
P. K. Mathur

The signature dropdown menu is open, showing options: Default, Custom, With OTP, and With Fingerprint. A red box highlights the 'Default' option, and a callout bubble labeled 'Step 3' points to the 'With Fingerprint' option.

The right-hand pane shows 'Draft Details' with fields for Reply, Receipt No., Reply Type, Forms Of Communications, Prefix, Language, Main Category, Sub Category, and Subject.

Name	Designation	Address	Min./Dept./Others
Name: Automation Testing	ASO	Automation Testing	MINISTRY OF AGRICULTURE

Figure 96

4. To proceed, read and agree to the ‘**Consent for Authentication form**’ and then you are redirected to the eSign service portal.

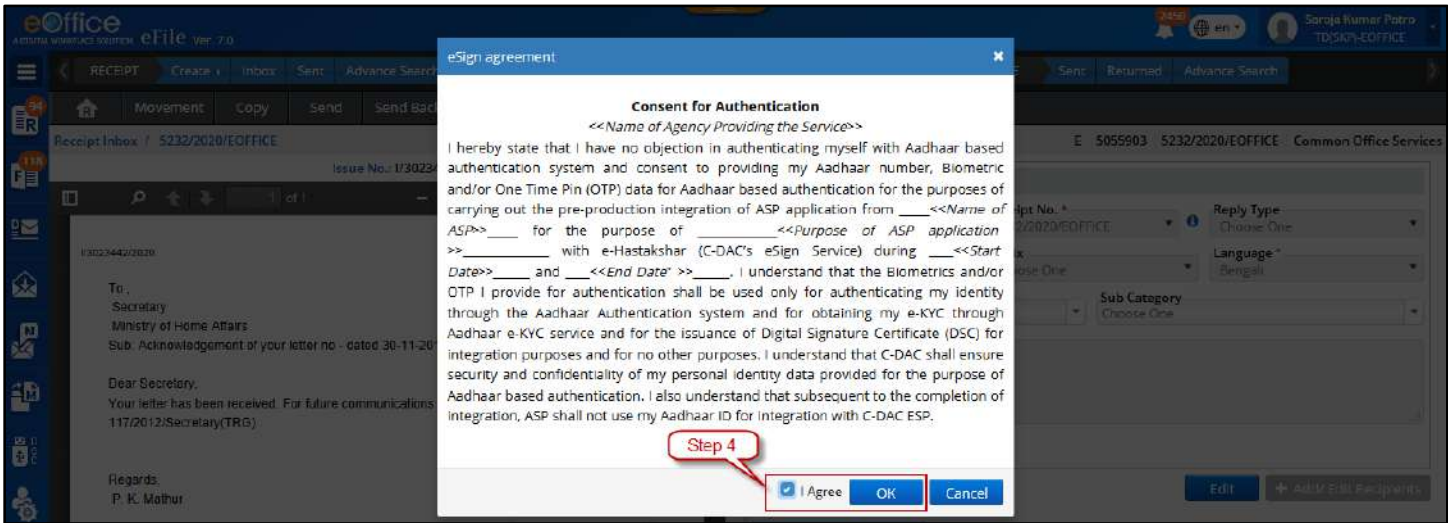


Figure 97

5. Enter your Aadhaar Number/Virtual ID and Click ‘**Discover Biometric Device**’.



Figure 98

6. Select the **Fingerprint scanner** from the discovered connected device(s).
7. Click ‘**Capture**’ to capture the fingerprint.
8. Click ‘**Submit**’ after successfully capturing the fingerprint to eSign and Send.

To Sign with OTP method at location of your choice

3. Click ‘**Custom**’ and choose option ‘**with OTP**’.

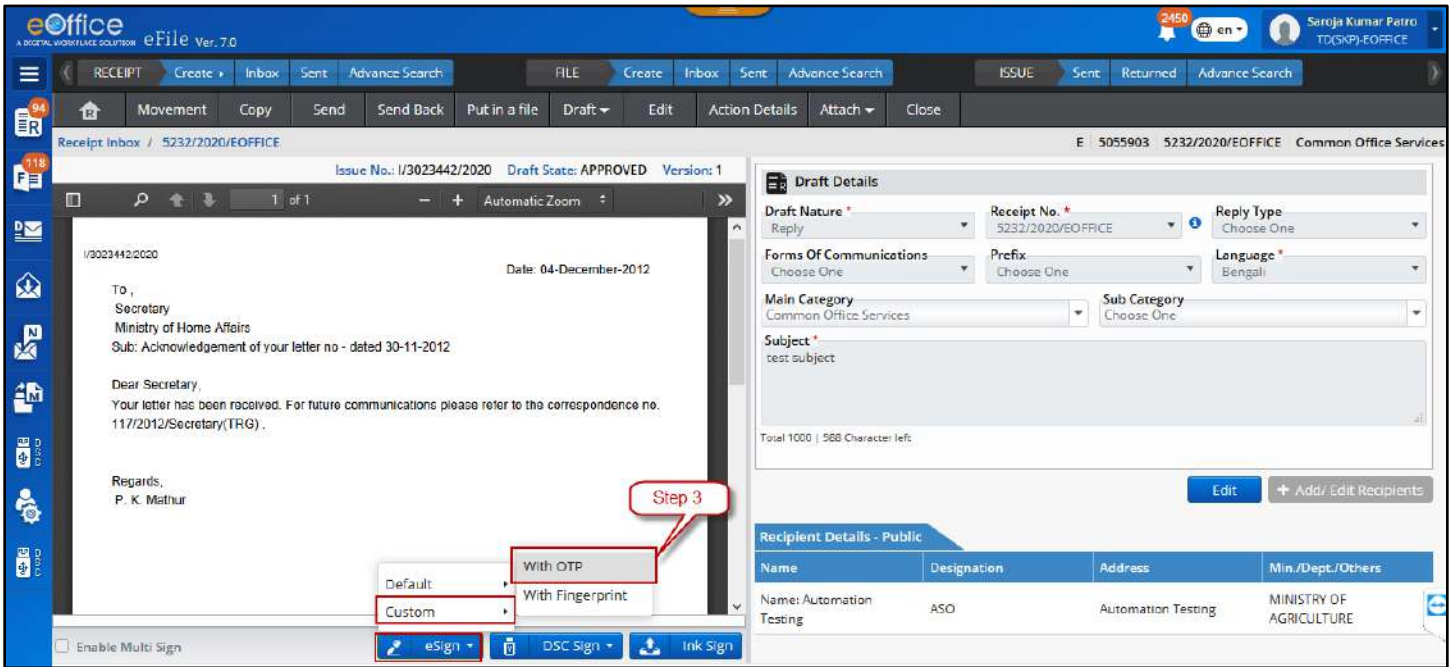


Figure 99

- In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

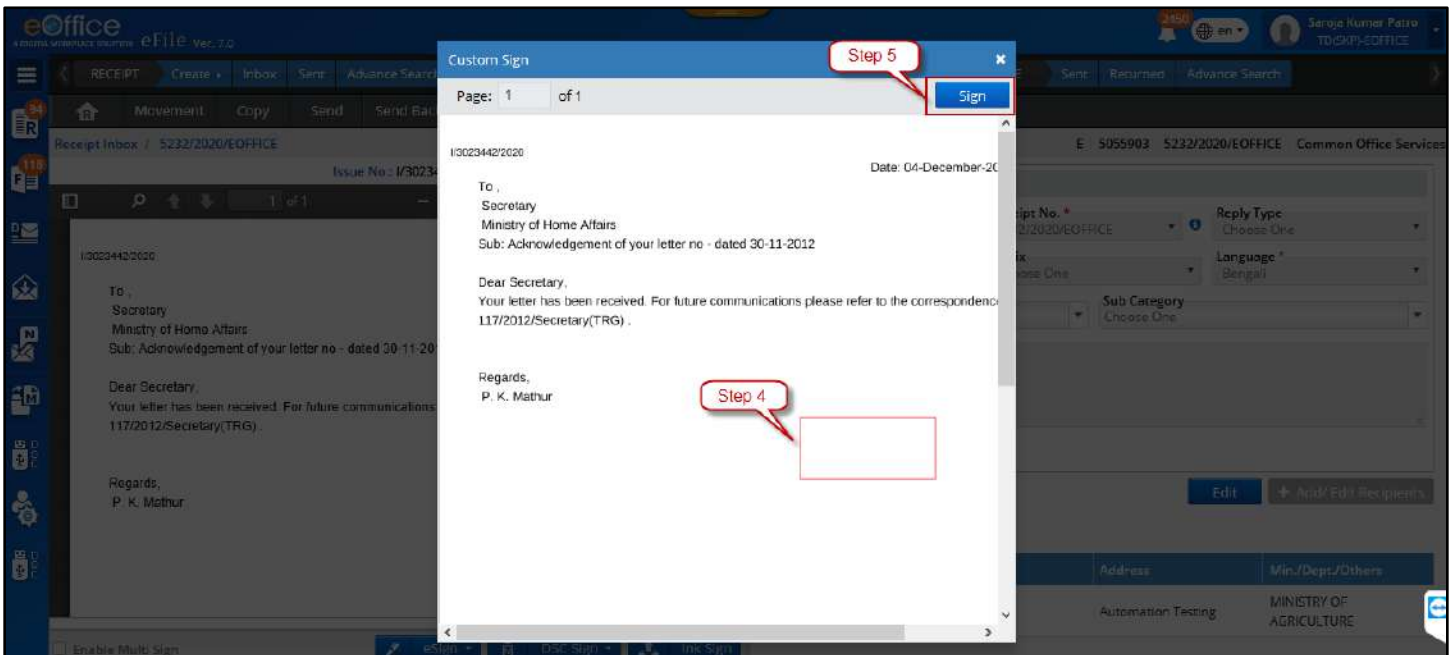


Figure 100

- Click 'Sign'.
- To proceed, read and agree to the 'Consent for Authentication form' and then you are redirected to the eSign service portal.

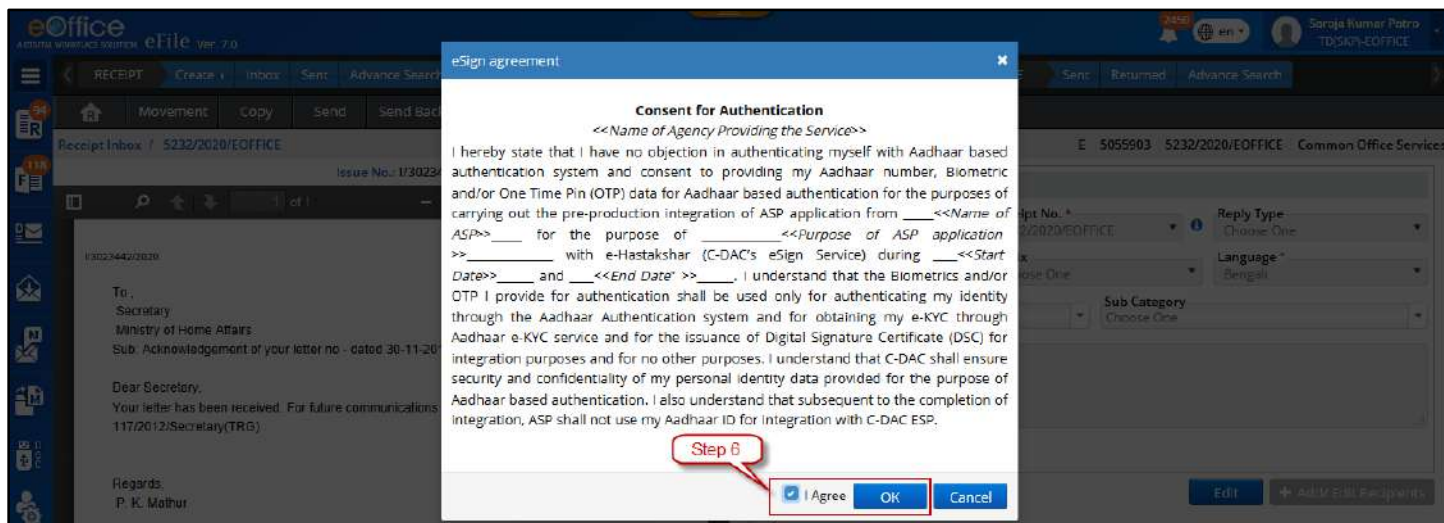


Figure 101

7. Enter your Aadhaar Number/Virtual ID and Click ‘Get OTP’.



Figure 102

8. Enter the OTP received on the registered mobile number.

9. Click ‘Submit’ to eSign the approved draft.

To Sign with Fingerprint method at location of your choice

3. Click ‘Custom’ and choose option ‘with Fingerprint’.

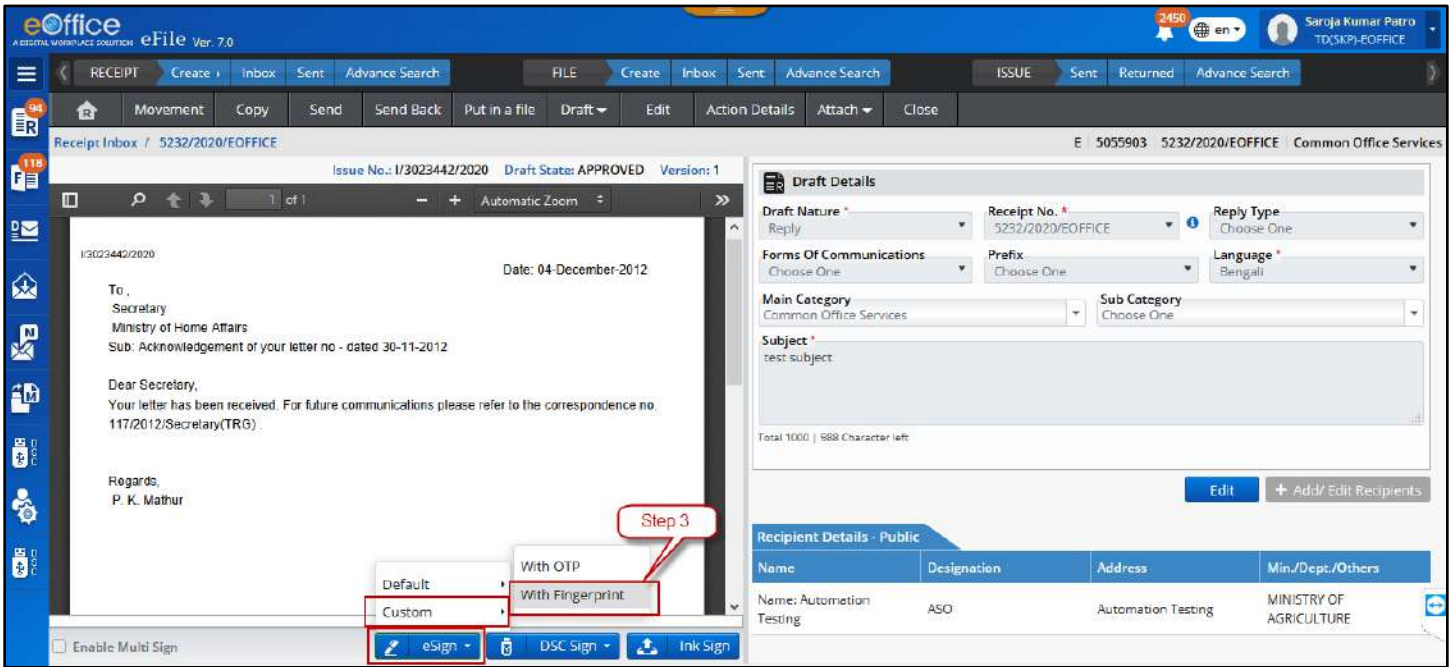


Figure 103

4. In the Custom Sign pop up window, select signing area by dragging left click using mouse pointer.

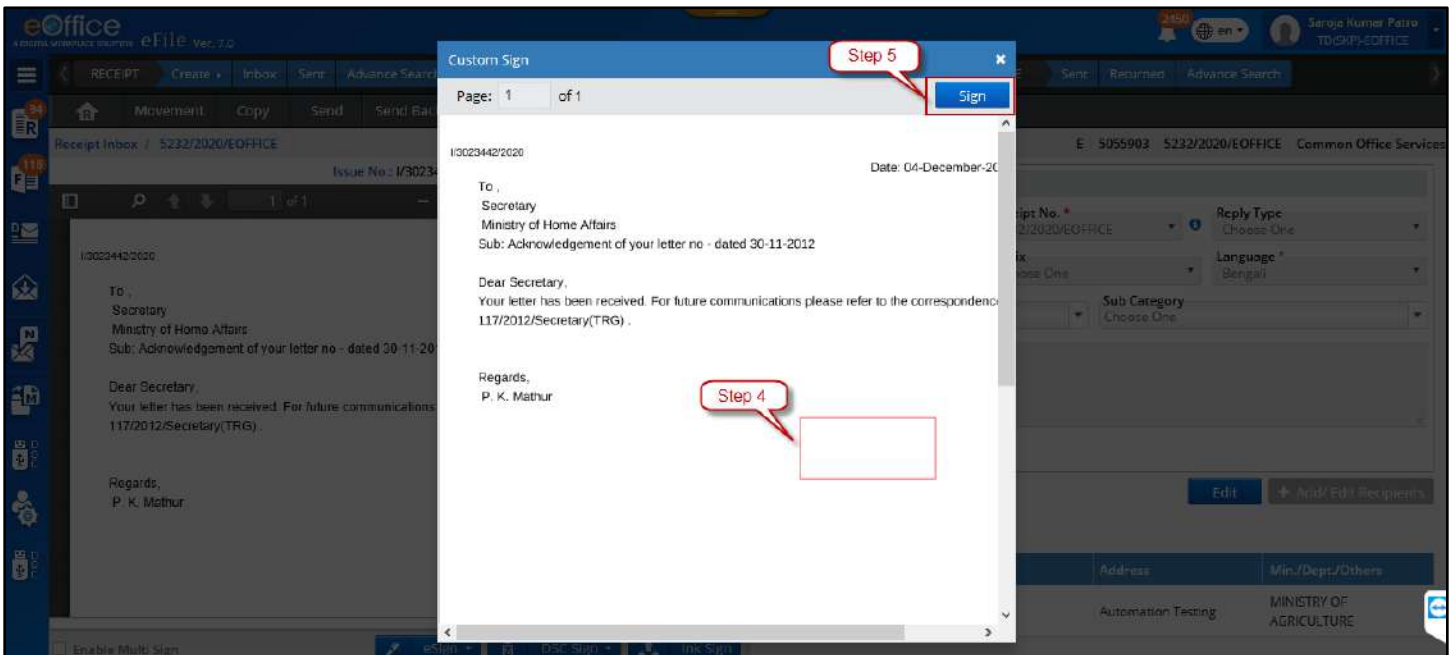


Figure 104

5. Click 'Sign'.
6. To proceed, Read and Agree to the 'Consent for Authentication form' and then you are redirected to the eSign service portal.

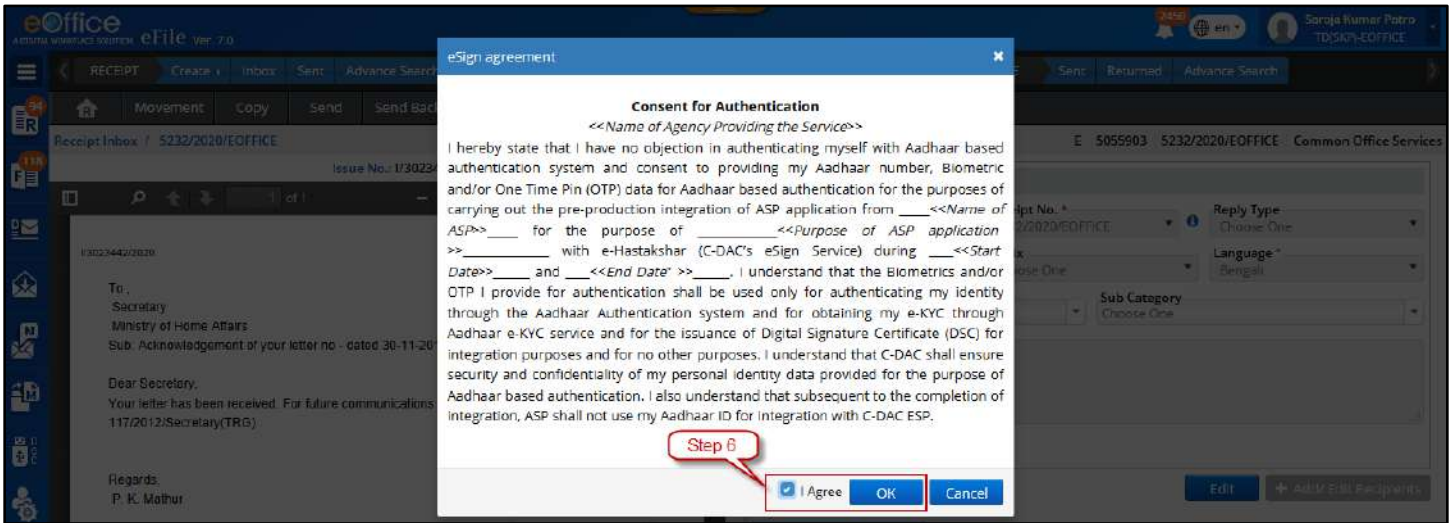


Figure 105

7. Enter your Aadhaar Number/Virtual ID and Click ‘Discover Biometric Device’.

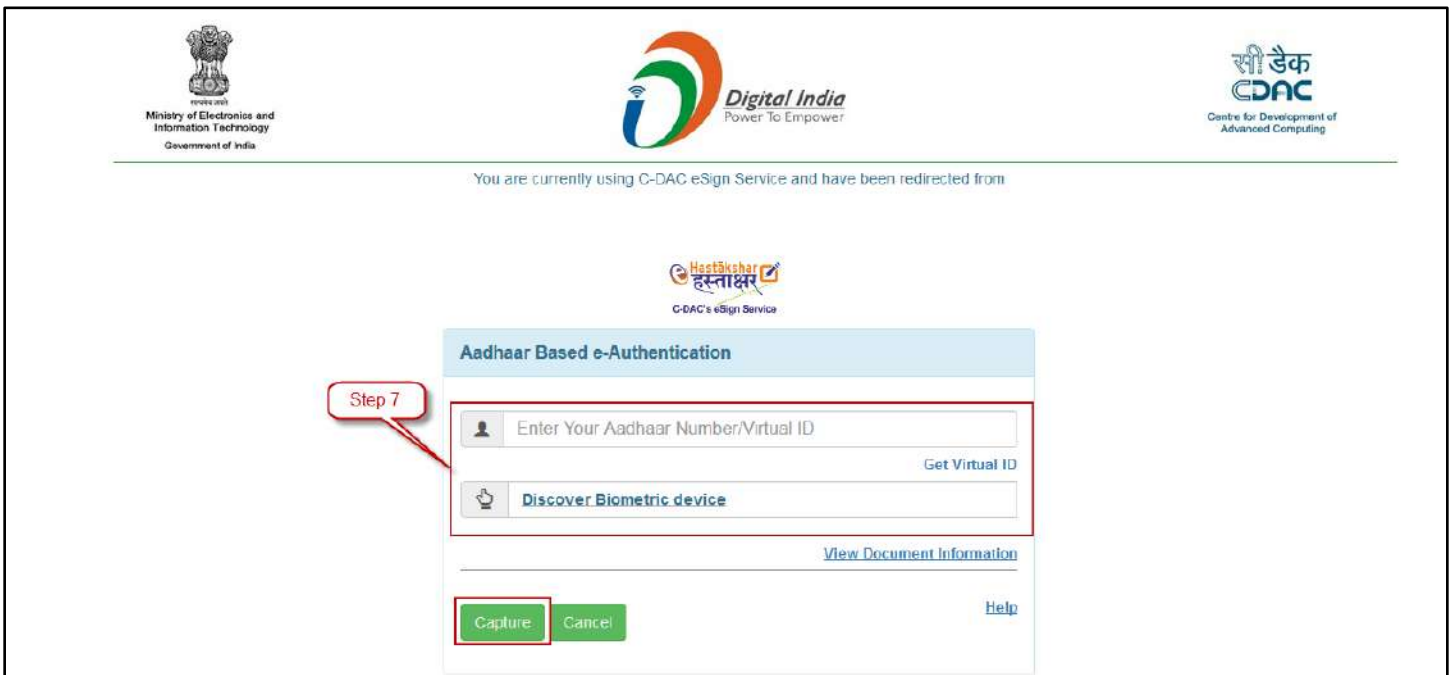


Figure 106

8. Select the **Fingerprint scanner** from the discovered connected device(s).
9. Click ‘**Capture**’ to capture the fingerprint.
10. Click ‘**Submit**’ after successfully capturing the fingerprint to eSign and Send.

Note:

- Draft status should change to **Signed**.
- User shall be able to view Digital Signature(s) on signature panel of signed draft.
- Option of Edit (Recipient Detail) and Dispatch should be available.
- Signing details (user’s name, date and time stamp of signing) should be embossed on the Approved DFA content at the bottom left of the document or at desired location in case of custom sign.