

**BIHAR STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED**  
(A Govt. of Bihar Undertaking)

Ref. No. 6415/15

Date 24.11.15



To,

**All Departments Nodal Officer  
Government of Bihar,  
Patna, Bihar.**

Sub: Regarding New Process for the Issuance of Digital Signature Certificate (DSC)

Ref: New CCA Guideline issued on 24/06/2015.

Sir,

With reference to above mentioned subject and reference, BSEDC has provided new process for the issuances of Digital Signature Certificate (DSC) of all classes and type of DSCs.

There are two process flows for the Issuance of Digital Signature Certificate (DSC).

**1) Existing Process (Presently Used by department)**

- Filled-up form of DSC, supporting documents and a forwarding letter of Nodal Officer to BSEDC Ltd. with DD/Cheque **as per DSC rate provided by BSEDC** (DD in favor of BSEDC Ltd., Payable at Patna)
- DSC Form should be filled-up by blue ink pen only.
- Signed in DSC form and supporting documents as per ID proof (PAN card, Driving License, Passport and Bank account passbook containing the photograph and signed by an individual with attestation by concerned bank official).
- Attestation of Gazetted officer in supporting documents with name and mobile number of the attesting officer.
- It takes maximum 7(seven) days for the issuance of DSC.

**2) AADHAR Card based (New Process)**

- Filled-up form of DSC, supporting documents and a forwarding letter of Nodal Officer to BSEDC Ltd. with DD/Cheque **as per DSC rate provided by BSEDC** (DD in favor of BSEDC Ltd., Payable at Patna).
- Physical presence of concerned officer is mandatory with their AADHAR CARD in BSEDC Office.
- After receipt of all credentials of concerned officer, it will take 1(one) day in issuance of DSC.

Yours faithfully

*Kiran Kumari Sinha*

(Kiran Kumari Sinha)  
Project Lead

Encl: Brief CCA Guideline

## **e-KYC Procedure and Documentation**

**Issued by CCA on dated 24 june 2015version-1.0**

**EKYC process through Bio-metric device, processing based on UID (Aadhar card) the documentation are as below:-**

1:- Sify application form (duly signed), supporting documents and a forwarding letter of Nodal Officer to BSEDC Ltd. with DD/Cheque as per DSC rate provided by BSEDC (DD in favor of BSEDC Ltd.,Payable at Patna).

2:- Self attested PAN Card (if PAN encrypted certificate required.)

3:-Copy of Aadhar card.

4:-Physical presence of concerned officer is **MANDATORY** with their AADHAR CARD in BSEDC office.

5:- It will take maximum one day for the issuances of DSC after all the credentials of concerned officer will received by BSEDC.