(For Government Users)
Class-III Digital Signature Certificate (DSC) Application Form

(To be printed on Organization/Department letter head.)

To,

Executive Director (ITeG),

Punjab Information & Communication Technology Corporation Limited

5th - 6th Floor, Udyog Bhawan,

18- Himalaya Marg, Sector 17, Chandigarh

Subject: Regarding issuance of Class III DSC with USB Token

With the reference to the above mentioned subject, please issue a class 3 DSC. The details of applicant (s) are as follows :-

Department / Organisation Name	
Department / Organisation Address	
Name & Designation of the Applicant	
Aadhaar No.	
PAN No.	
Mobile No. *	
Email Id*	
Employee Id	
DSC Validity in Year	☐ One Year ☐ Two Years ☐ Three Years
Certificate Type	Combo (Signing & Encryption)

2)   Department / Organization GST No. _____ for Tax Invoice.

(Signature & Organisation Seal)

Authorizing Official Name:

Enclosures:
   a)   Copy of Aadhaar Card of Applicant
   b)   Copy of PAN Card of Applicant
   c)   01 Color Passport Size Photo of Applicant

1. Please use only Blue Ink to fill in the application forms.

2. DSC application form cum Authorization letter on Organization's letter head (as per format provided). Letter head must have address of the organization.

3. Authorization letter must be signed & stamped by Authorized Signatory.

4. One colored passport size photograph of applicant.

5. Copy of Aadhar Card, Pan Card and Employee Id of the applicant.

6. Copy of Pan Card or Employee Id of the Authorized Signatory.

7. Documents at point 2 to 6 above may be sent by hard copy as well as scanned by email mentioned at point 11 below.

8. Applicant must mention their active Mobile No. & Email Id preferably linked to Aadhar Card for e-verification.

9. Applicant real time video recording is mandatory during the DSC verification process. Please keep the documents handy during which applicant will have to show their original Aadhar Card, PAN Card and Employee Id.

10. Payment (in advance) :-
    a. **Through DD** in favour of "Punjab Information & Communication Technology Corporation Ltd" payable at Chandigarh
    b. **For Online Transfer**, the bank details are as under: :-
        i.   **Name of Account :** Punjab Information & Communication Technology Corporation Ltd
        ii. **Name of the Bank :** IDBI Bank Ltd
        iii. **Address of the Bank :** IDBI Bank Ltd, SCO No 72-73, Sector 17, Chandigarh
        iv. **Account Number :** 0143104000066653
        v.   **IFSC Code :** IBKL0000143

        vi. If payment submitted through online transfer then also deposit payment submission details like Name of Bank, Date of payment deposit, Amount deposited, RTGS / Transaction Number, etc.

    c. The rates for DSC are as follows :-

Description	Signing & Encryption		
	1 Year	**2 Years**	**3 Years**
DSC with USB Token	1200	1700	2060
For delivery of DSC through Courier, the Courier charges will be extra i.e. Rs 180/- per DSC			

    d. All prices are inclusive of 18% GST, These prices are subject to change as per change in GST.

11. For any information required, please contact at 0172-5256445, 5256448, 5256400.
    e-Mail-Ids : ashish.vijan@punjabinfotech.in , gagan.sharma@punjabinfotech.in

Following Instructions are to be followed by the Applicant as per the Guidelines of Controller of Certifying Authorities, Govt. of India

- Authorized person from Punjab Infotech will contact the applicant through any of the above number to get OTP received by the applicant on his / her registered mobile number and email id. Further, applicant has to provide the OTP to PICTC authorized representative mentioned at point 11 above to check the DSC status whenever required.

- Applicant will receive a video verification link on his / her email id / mobile. **Video verification link has to be opened in Google Chrome on Android phone.**

- Further applicant has to speak the lines as shown in video and show original PAN Card, Aadhar Card and Employee Id during the e-verification. Please keep these documents in original handy during e-verification.

- After completing the video, applicant has to click on submit button.

- In case, the video is rejected by the Certifying Authority, then video verification has to be submitted again using the same link.

- DSC will be prepared by Punjab Infotech after approval by Certifying Authority under the CCA, GoI.