

## **Class-III DSC Application Form**

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

Please affix a recent passport size colored photograph of the applicant

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 new Class 3 DSC (Signing & Encryption) for 02 Years validity with USB Token**

With the reference to the above mentioned subject, please issue a class 3 Signing & encryption certificate for 02 years validity for official use. The details of official(s) are as follows:

S. No.	Name & Designation of the Applicant	Aadhaar No.	PAN No.	Mobile No. *	Email Id*

\* Active Mobile No. & Email Id preferably linked to Aadhar Card

2) I \_\_\_\_\_ (Name of Authorizing Person) \_\_\_\_\_ acknowledge by my signature that the applicant(s) information in this document is complete and accurate as per our office records. I fully understand that the applicant(s) is responsible to transact on the organisation's behalf.

(Signature & Organisation Seal)  
Authorizing Official Name:

Designation:

Mobile No:

**Enclosures:**

- Aadhar Card Copy
- PAN Card Copy
- 01 Coloured Passport Size Photo

## Important Instructions for Class-III DSC for 02 Year validity

### Note: Please use only Blue Ink

1. DSC application form cum Authorization letter on Organization's letter head (as per format provided). Letter head must have address of the organization.
2. Authorization letter must be signed & stamped by Authorized Signatory.
3. One colored passport size photograph of applicant.
4. Copy of Aadhar Card and Pan Card of applicant.
5. Documents at point 1, 2 & 4 above may be sent by hard copy or scanned by email mentioned at point 9 below.
6. Applicant must mention their active Mobile No. & Email Id preferably linked to Aadhar Card for e-verification.
7. Applicant real time video recording is also mandatory during which applicant will have to show their original Aadhar Card and PAN Card.
8. Payment details :-
  - 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 2 years validity DSC is as follows :-
    - i. Rs.1000/- (Price with Token - Signing Certificate Only)
    - ii. Rs.800/- (Price without Token - Signing Certificate Only)
    - iii. Rs.1700/- (Price with Token - Signing & Encryption Certificate)
    - iv. Rs.1500/- (Price without Token and Signing & Encryption Certificate)
  - d. All prices are inclusive of 18% GST, These prices are subject to change as per change in GST.
9. For any information required, please contact at 0172-5256445, 5256448.  
e-Mail-Ids : [ashish.vijan@punjabinfotech.in](mailto:ashish.vijan@punjabinfotech.in) , [gagan.sharma@punjabinfotech.in](mailto: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 to the applicant through any of the above number to the applicant to get OTP received on registered mobile number and email id.
- Applicant will receive video verification link on the email id where applicant has to show original Aadhar card and Pan card. **Video verification link have to open in Google Chrome on Android phone.**
- Further applicant has to speak the lines as shown in video and show original PAN Card and Aadhar Card
- After completing the video, applicant has to click on submit button.
- In case, the video has been rejected by the Certifying Authority, then video verification has to be submitted again using the same link.