

## **PROCEDURE FOR DIGITAL CERTIFICATE**

### **I. For obtaining new Digital Signature Certificate**

- a. Download application form from the URL:  
<http://www.tsts.telangana.gov.in/digital-certificate>
- b. Read the application form carefully and clear off any ambiguity before filling application.
- c. Select the type certificate (only signature or signature with encryption).
- d. Select the validity period (1 year or 2 years).
- e. Fill the application form as per instructions provided in the form. In addition to mobile number and email id, please provide alternate mobile number & email id also.
- f. All instructions in the application form are to be followed scrupulously such as filling of all fields, Seal of the authorized signatory, supporting documents etc. Any omission or missing item renders the application liable for rejection.
- g. Following documents are to be submitted along with the application form:
  - i. Identity proof – self attestation not acceptable.
  - ii. Name, Designation and Mobile Number of Attesting Officer are mandatory and to be provided under the signature in attested documents.
  - iii. Only department ID card with the applicant signature in the proof is accepted or Letter of Identity Proof by Organization in the format provided in [http://www.tsts.telangana.gov.in/digital\\_certificate/2/pdf/cd3f1410212bfe439ef4ade24cae5395.pdf](http://www.tsts.telangana.gov.in/digital_certificate/2/pdf/cd3f1410212bfe439ef4ade24cae5395.pdf) to be submitted.
  - iv. Applicant's signatures on identity proof and application form should match. Application is liable for rejection if signatures do not match.
  - v. Covering letter from the Head of the Organization or next higher level officer of the Applicant requesting TSTS for issuing DSC to the Applicant.

- vi. Authorization in the Application Form (of latest version version 2.8) must be done only by the Applicant's superior officer or Head of the concerned Organization. If applicant himself is Head of the Organization, Applicant must provide Government Order showing the Applicant Name and himself as Head of Organization. Self authorization is not acceptable.
- vii. Demand Draft in favor of "The Managing Director, Telangana State Technology Services Limited" payable at Hyderabad with requisite application fee. The Fee details are available at URL: <http://www.tsts.telangana.gov.in/digital.aspx> . Applicant's details with phone number to be mentioned on backside of Demand Draft.
- h. Submit filled in application with Covering Letter, Identity Proof and Demand Draft at TSTS Office, 2nd Floor, HACA Bhavan, Saifabad, Hyderabad.
- i. After submission of application, it will be processed by TSTS, will be sent to emudhra for approval and generating DSC.
- j. After approval of application by emudhra, they will send challenge code to the mobile number mentioned in the application form. The whole process may take 3-4 hours.
- k. Applicant or his representative should bring and show that challenge code to the TSTS staff for enabling them to download the DSC on to the USB Token.
- l. Applicant or his representative should verify all the details for their correctness before downloading the DSC. Once DSC is downloaded on to the USB Token, no corrections can be made.
- m. Applicants who desire to get the DSC on the same day are requested to submit their applications before 1PM.
- n. Applicants are requested to note the above points while submission of applications and avoid the rejection of applications.
- o. For using the DSC Token on the Applicant's computer, relevant software drivers are to be installed. The software drivers can be downloaded from the URL: <http://www.tsts.telangana.gov.in/digital.aspx>
- p. The DSC also to be integrated with the applicant's login id of department's software application. For this, applicants are requested to approach their software application software team.

## **II. For renewal of Digital Signature Certificate:**

- a. All the procedure mentioned for obtaining the new DSC is applicable for renewal also.
- b. Applicant or his representative should bring his present DSC USB Token for downloading the renewed DSC.

## **III. For change of name/transfer of the key:**

- a. All the procedure mentioned for obtaining the new DSC is applicable for name/transfer of the key also.
- b. In addition, Applicant should submit transfer order /CTC/transfer proceeding along with the Application.
- c. Applicant or his representative should bring present DSC USB Token for downloading the new officer's DSC.

## **IV. For renewal and change of name/transfer of the key:**

- a. All the procedure mentioned for obtaining the new DSC is applicable for name/transfer of the key also.
- b. In addition, Applicant should submit transfer order /CTC/transfer proceeding along with the Application.
- c. Applicant or his representative should bring present DSC USB Token for downloading the new officer's DSC.

## **V. For loss of the key:**

- a. Complaint to be lodged with police station and obtain non traceable certificate from Mee Seva.
- b. All the procedure mentioned for obtaining the new DSC is to be followed.
- c. The above documents are to be submitted to the e-Procurement Manager, ITE&C Department, Telangana Secretariat.

- d. TSTS will process the application after receiving the same from e-Procurement Manager, ITE&C Department. This may take around 7 days. Hence, applicant may contact TSTS after 7 days.

**VI. For damage of the key:**

- a. Discard old key.
- b. Obtain new key by following the procedure mentioned for obtaining the new DSC.