

## How to use e-Sign

E-signing in the HRMS Punjab project refers to electronic signatures for documents. It can streamline processes, reduce paperwork, and enhance efficiency in managing human resource-related tasks. E-signatures ensure secure and legally binding authentication of documents, such as pension case approval, Medical Bill Reimbursement requests etc. within the HRMS system. This technology can help improve accuracy, speed up workflows, and simplify record-keeping.

C-DAC through its e-Hastakshar initiative enables citizens with valid Aadhaar ID and registered mobile number to carryout digital signing of their documents on-line. The e-Sign process is as follows:-

1. Select the document that you want to digitally sign.
2. Provide your Aadhaar number and follow the instructions to verify your identity.
3. This may involve using your registered mobile number to receive an OTP (One-Time Password) or other forms of authentication.
4. Your Aadhaar details are verified.
5. This involves generating a digital certificate and a private key, which are used for signing documents.
6. Use the digital signature credentials you set up to apply the electronic signature to the document.
7. Follow the instructions provided by the portal to apply the signature in the appropriate location on the document.
8. After applying the electronic signature, save the digitally signed document.
9. You can then share the digitally signed document with others as needed.
10. Recipients of the digitally signed document can use appropriate software to verify the authenticity and integrity of the electronic signature.
11. They may need to use the public key associated with your digital certificate to verify the signature.