

Digital Signature Certificate

In Windows Operating System, the Digital signature should be setup first and registration must be done to make use of it. There are five steps for registering Digital signature

1. **Installation (DSC Driver Tool, DSC Signer)**
2. **Browser Configuration**
3. **BIMS Registration/Renewal**
4. **SPARK Registration/Renewal**
5. **E Submission.**

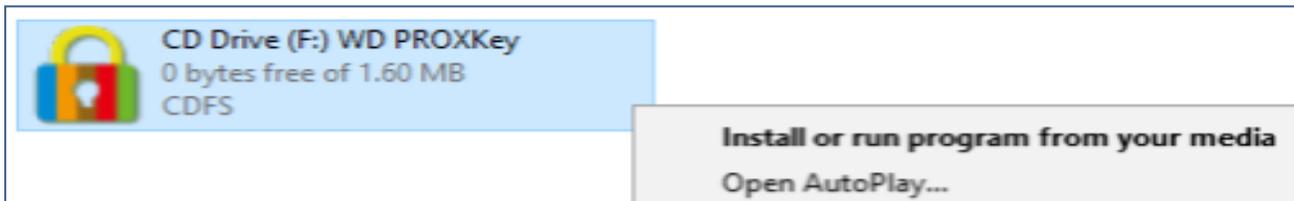
1. Installation (DSC Driver Tool, DSC Signer)

Following are the prerequisites for installing DSC Signer utility.

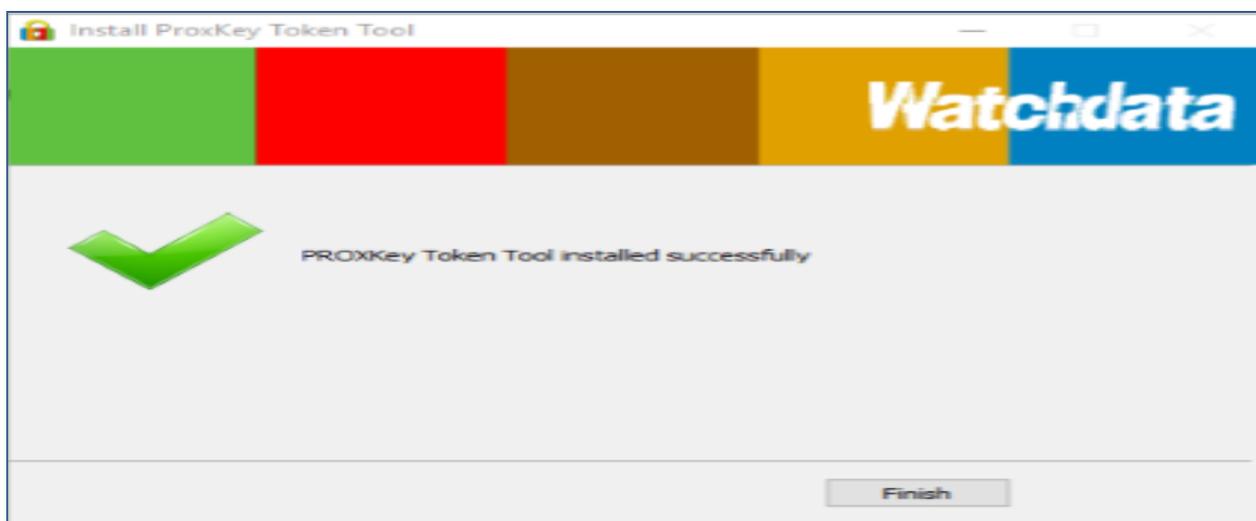
- Oracle Java 8 Runtime
- Driver for DSC token in Windows

1.1 DSC Token Driver Installation

The explanation for installation process of ProxKey Driver is explaining below. Other DSC tokens will have similar setup procedure for token Driver Installation. First connect the DSC Token. Then Right Click the WD Icon from [Start](#) Menu. After that choose '[install or run program from media](#)'.



Install the Driver by completing the setup as mentioned above. Once the installation complete, an installation complete window will appear and click the [Finish](#) Button.



1.2 DSC Signer Installation

The link for downloading DSC Signer is 'https://www.info.spark.gov.in/?page_id=1501'.

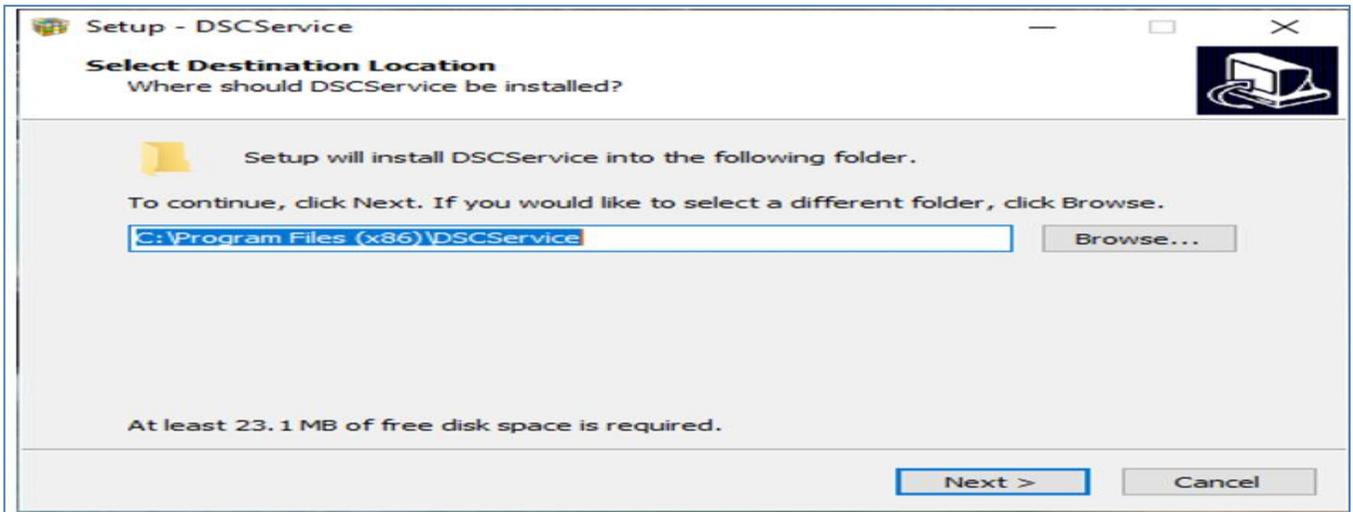
Token Driver must be installed successfully before installing DSC Signer. To install the DSC Signer software Double click the icon



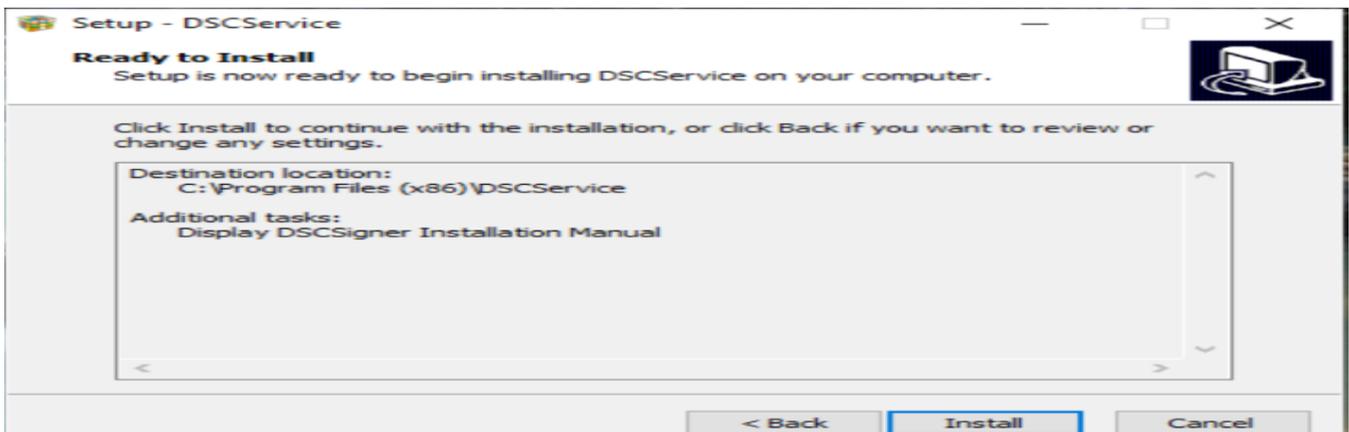
A message will be displayed on the screen to configure browser before installation. Click **OK** Button to proceed.



For completing the installation, click the **Next** Button.

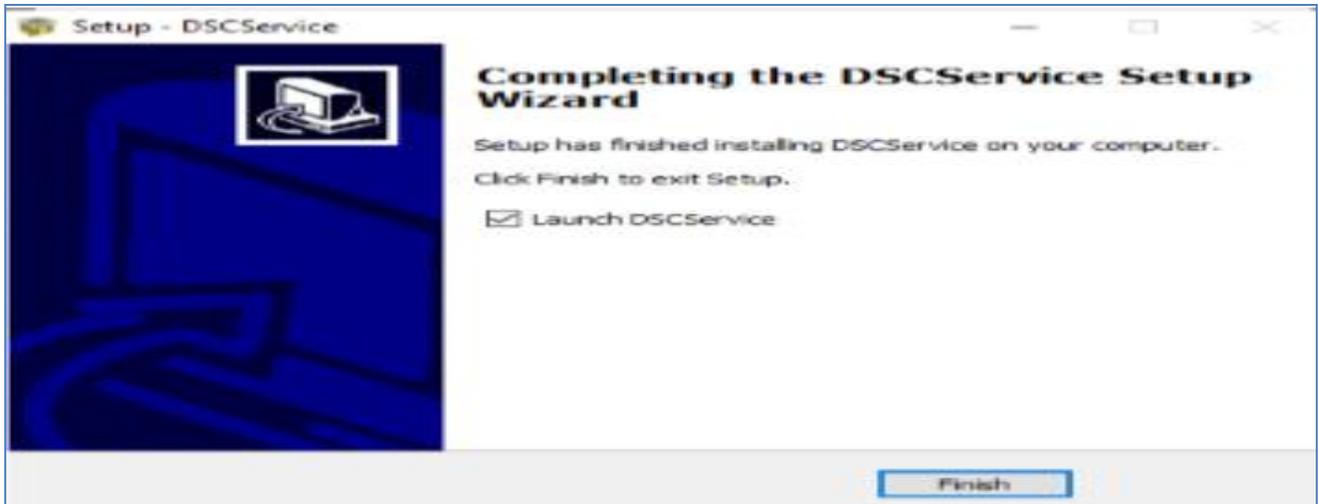


For installing DSC Software click the [Install](#) Button.



Like this complete the installation procedure.

Once completing the installation, a window appears as shown below. Then click the [Next](#) button.



After successful installation an icon for DSC Signer will be seen at the right side of the task bar (if the Token is plugged in). To change the Token type [right click the DSC signer icon](#) and click [Settings](#).



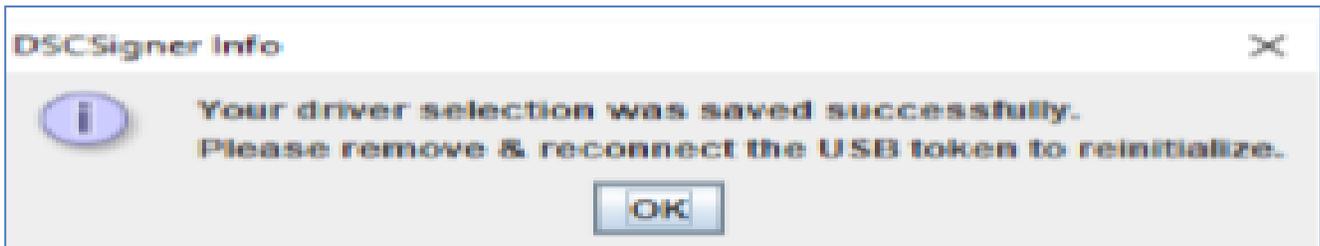
Then select the appropriate Token.



After selecting the Token click [Save](#) button.



Then remove the device and connect the device once again.



2. Browser Configuration

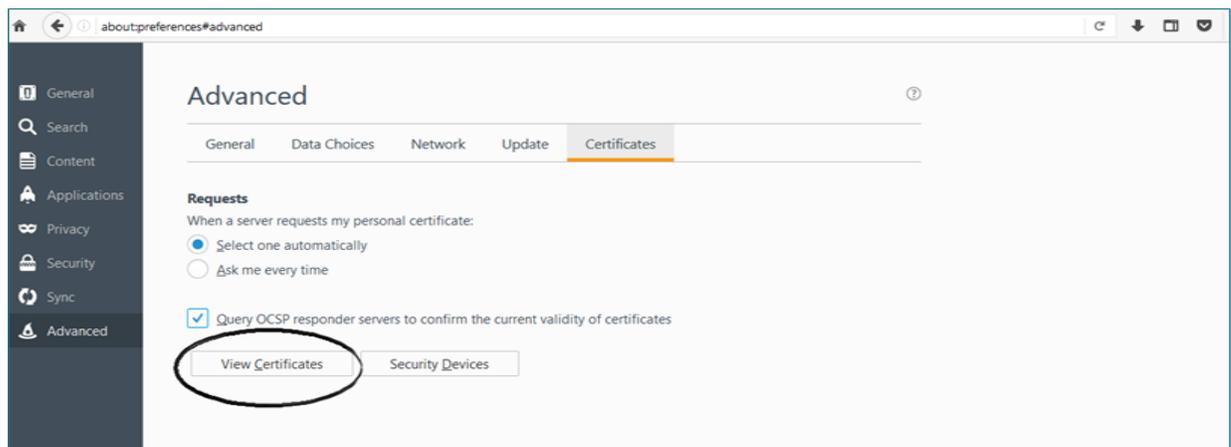
Browser must be configured before installing DSC Signer . The configuration should be different for each and every browser.

→ Mozilla Firefox

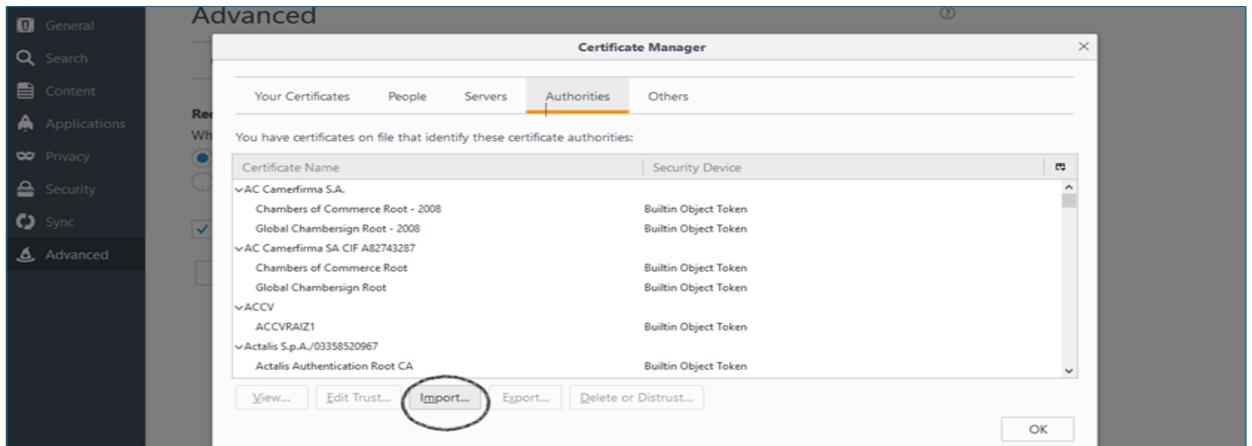
Open Mozilla Firefox and type the following in the address bar and press [Enter](#) key

about:preferences#privacy

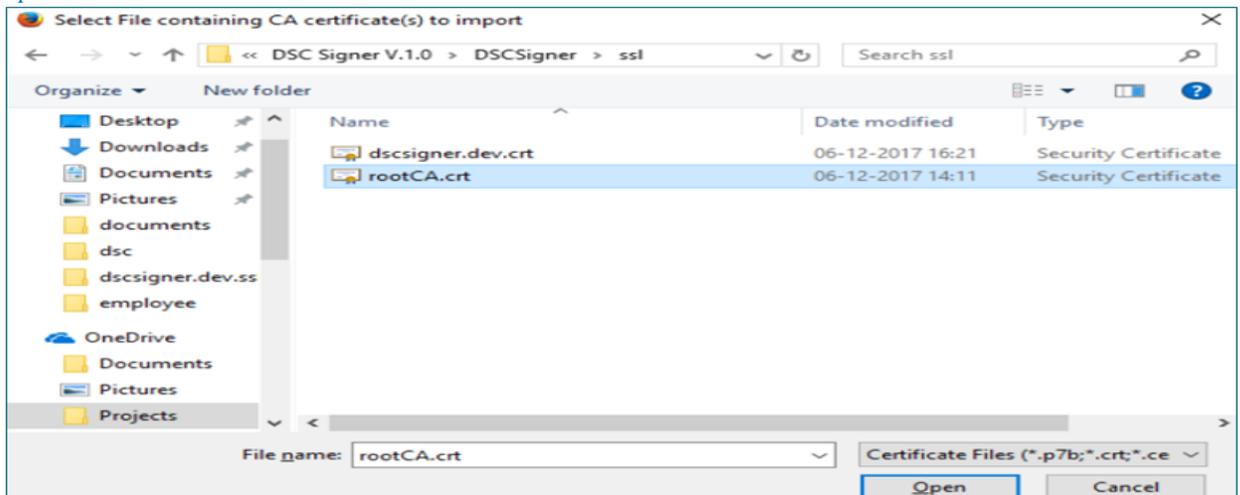
A new window will appear and click the [View Certificate](#) button.



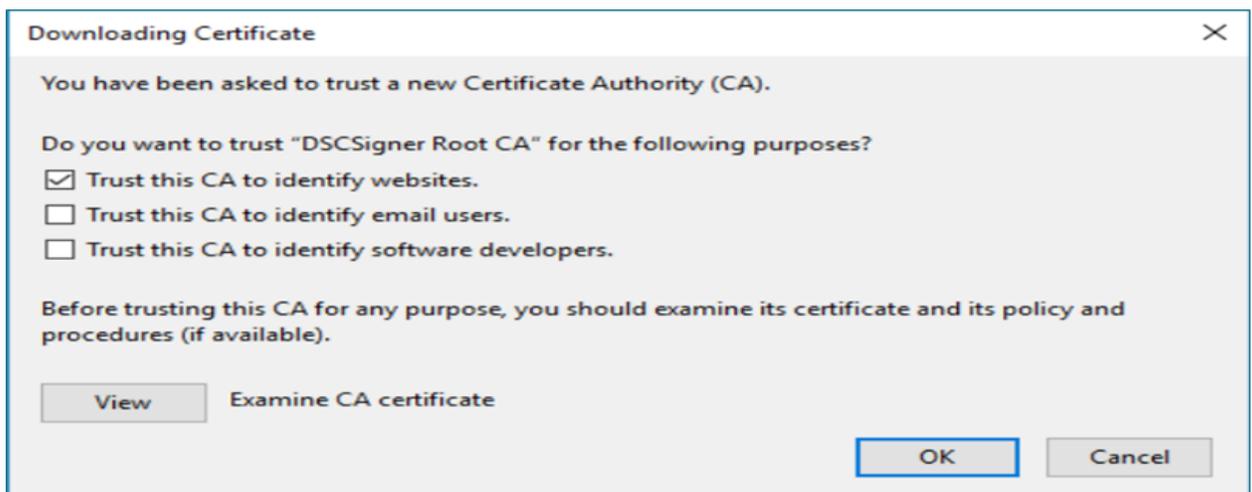
In the new window click the [Import](#) button in [Authorities](#) tab.



Import the root CA.crt file certificate in the ssl Folder which is already downloaded with DSC Signer and click the [Open](#) button.



Select the option [Trust this CA to identify websites](#) from the new window and click [Ok](#) button.



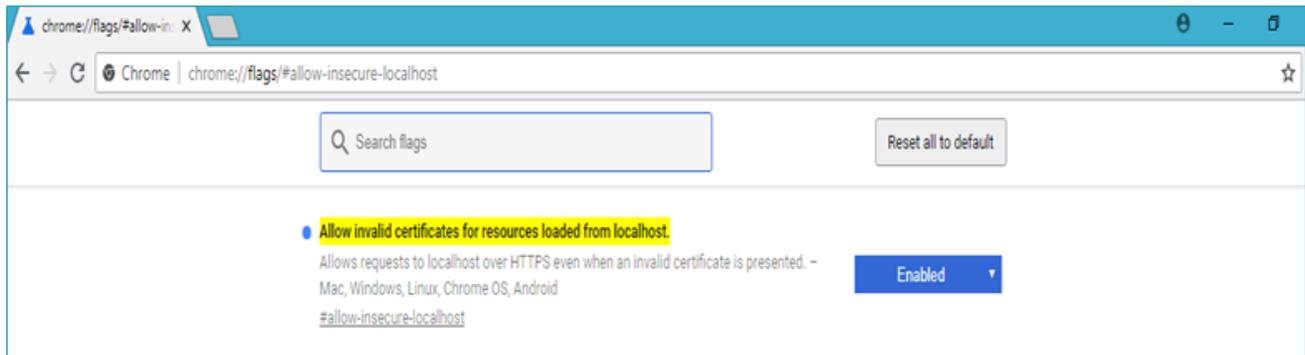
When the configuration is completed Mozilla Firefox is ready for digital signing using DSC signer.

→ **Google Chrome**

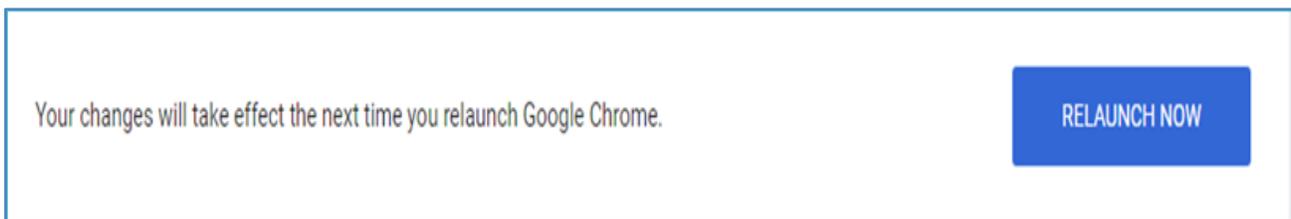
Open Google Chrome and type the following in the address bar and press **Enter** key.

chrome://flags/#allow-insecure-localhost

Enable the yellow coloured link in the flowing window.



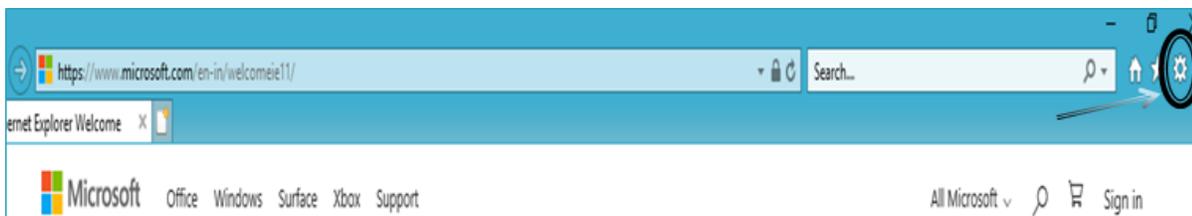
After that click the **Relaunch** button seen at the bottom of the page.



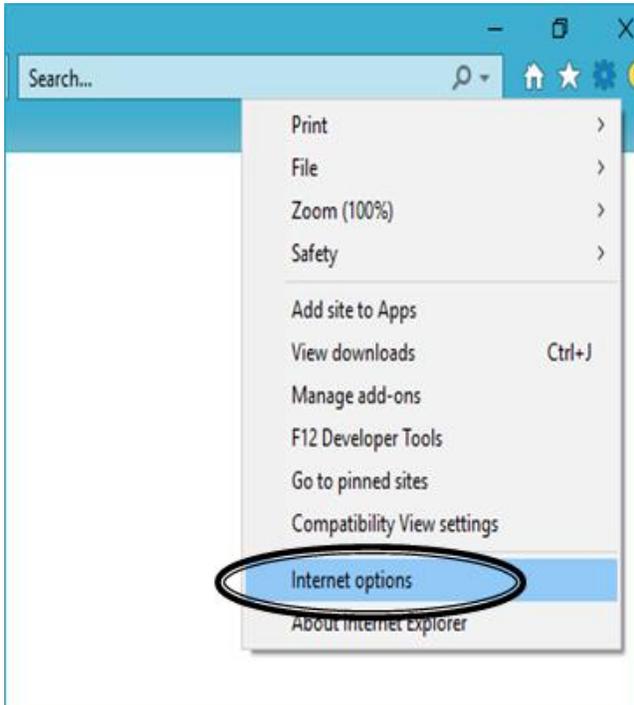
When the configuration is completed Google Chrome is ready for digital signing using DSC signer.

→ **Internet Explorer**

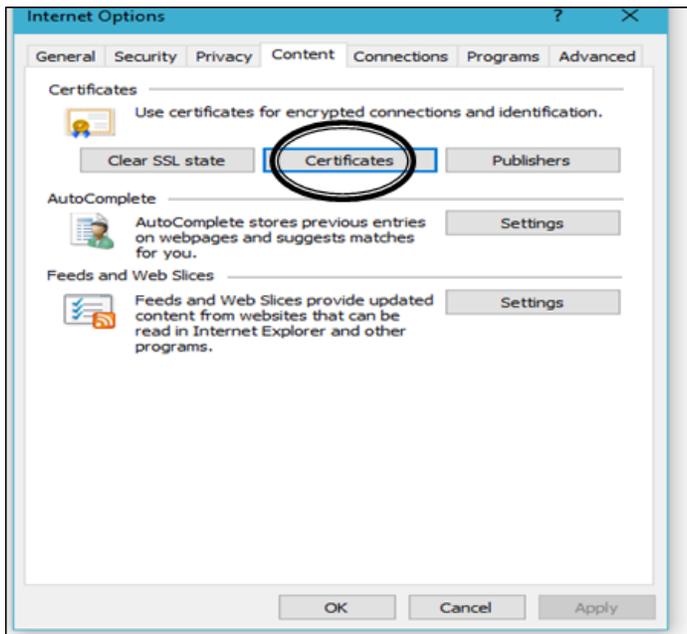
In Internet explorer browser the certificate should be inserted like in Mozilla Firefox. So click the **Tools** menu in Internet explorer browser.



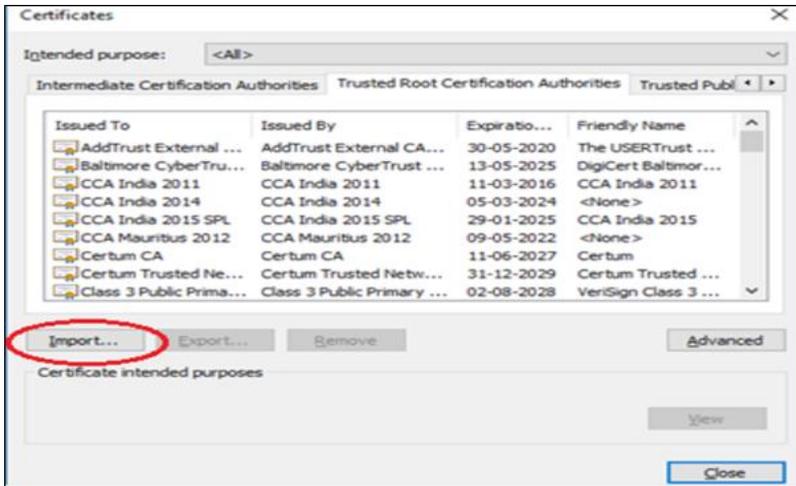
Click the [Internet options](#) in [Tools](#) menu.



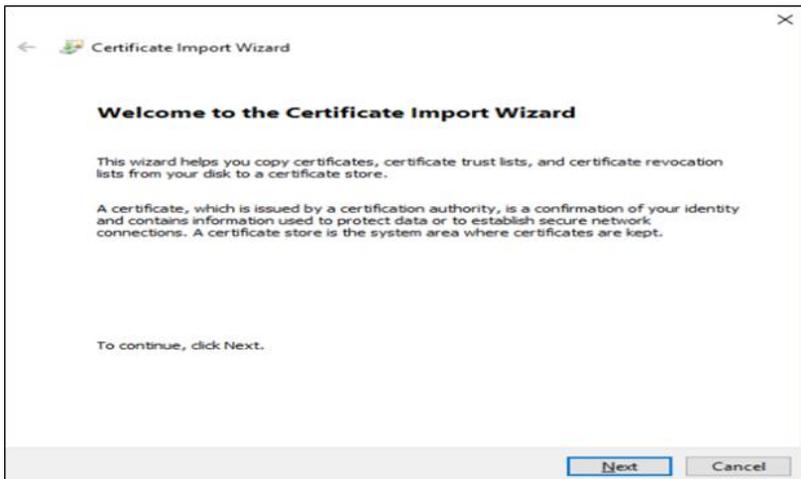
In the new window click the [Certificate](#) option.



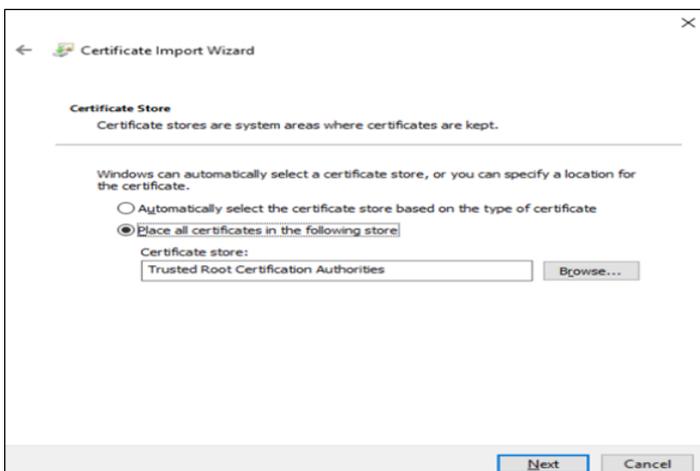
The click the [Import](#) button in the new window appears.

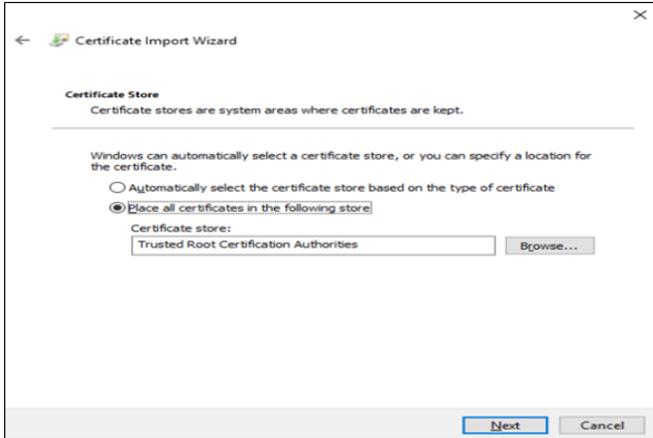


After clicking the Import button 'Certificate Import Wizard window' will appear there. Click the [Next](#) button.

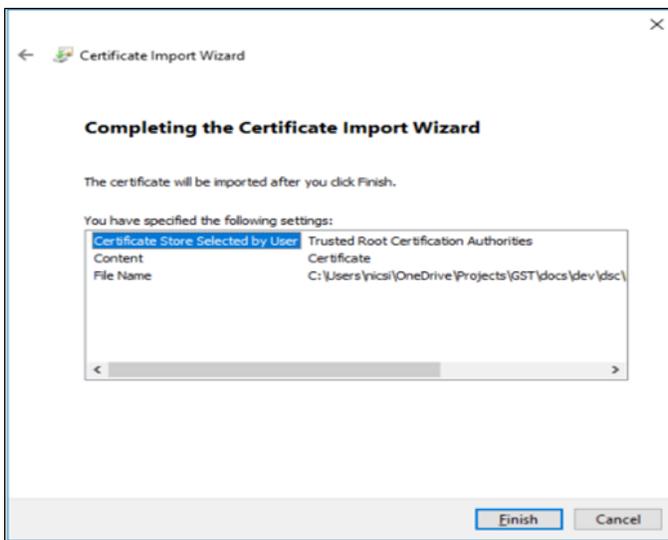


Please select the path of ssl Folder which is downloaded with DSC signer and browse it. To Import root CA certificate click Next button in the upcoming two windows.





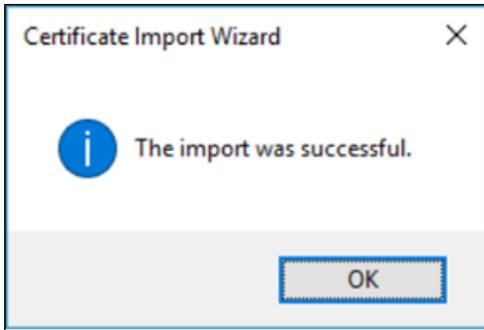
Click **Finish** button in the following window



In the next dialogue box click Yes button



The following message will be displayed and click **Ok** button.

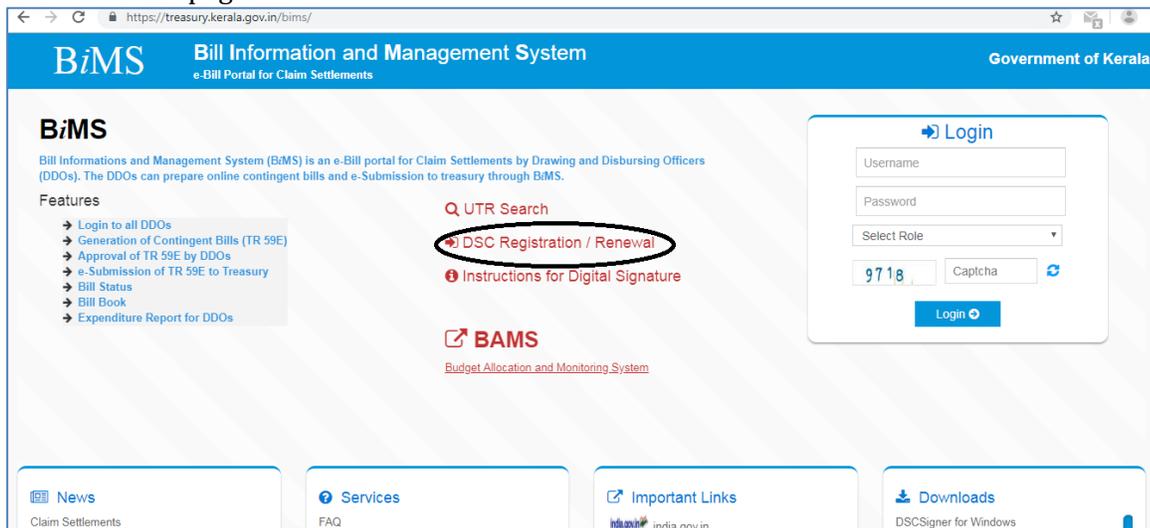


The above said details are for using digital signature device in a computer.

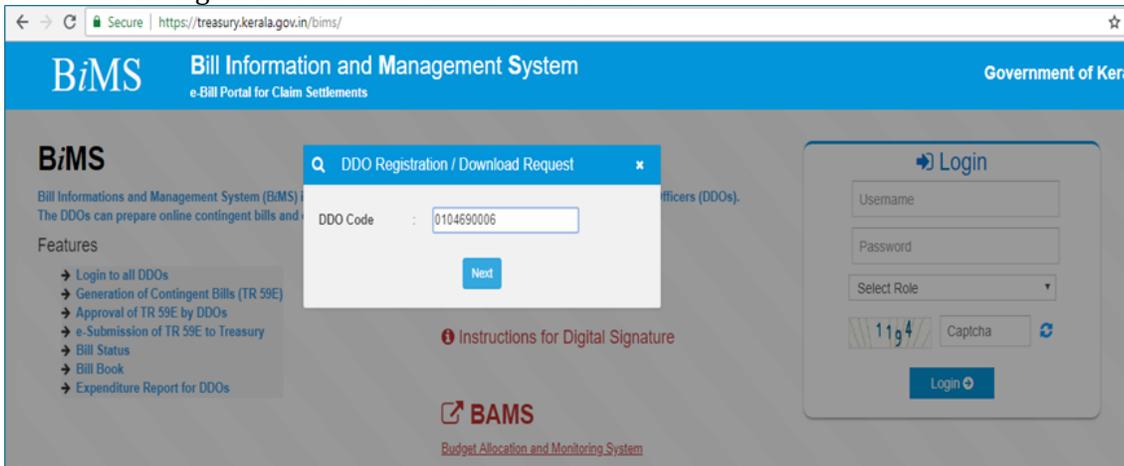
For submitting bills in applications like BIMS, SPARK etc follow the following instructions.

3. **BIMS Registration/Renewal**

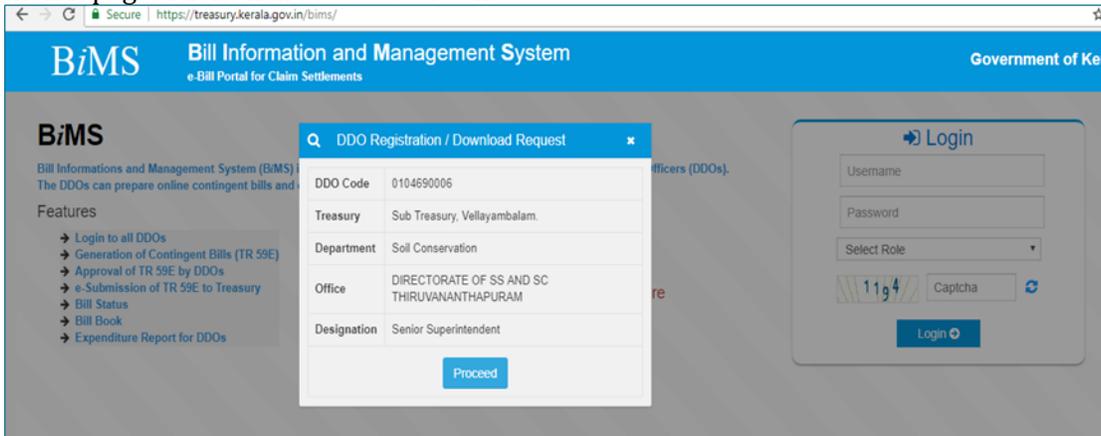
For Registration/Renewal of Digital signature device in BIMS click the [DSC registration](#) link available in BIMS Home page.



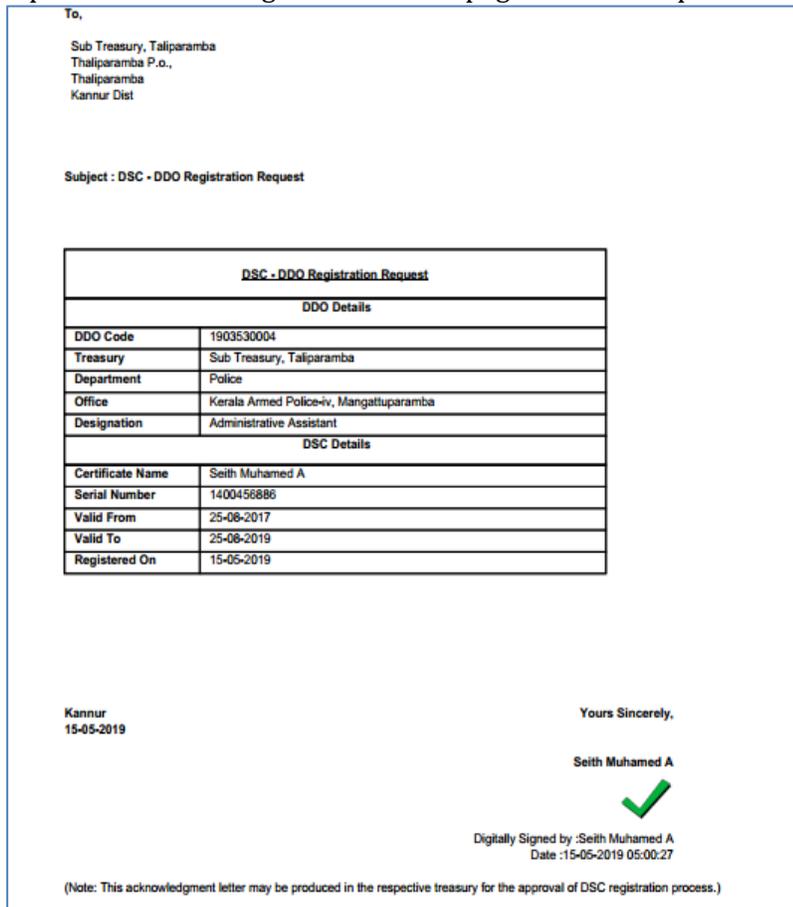
Insert the 10 digit DDO code and click [Next](#) button.



The DDO registration details including Treasury, Department, Office, Designation of DDO will appear in that page. Then click [Proceed](#) button.



A pdf certificate will generate in that page. This is the procedure of registration in BIMS.



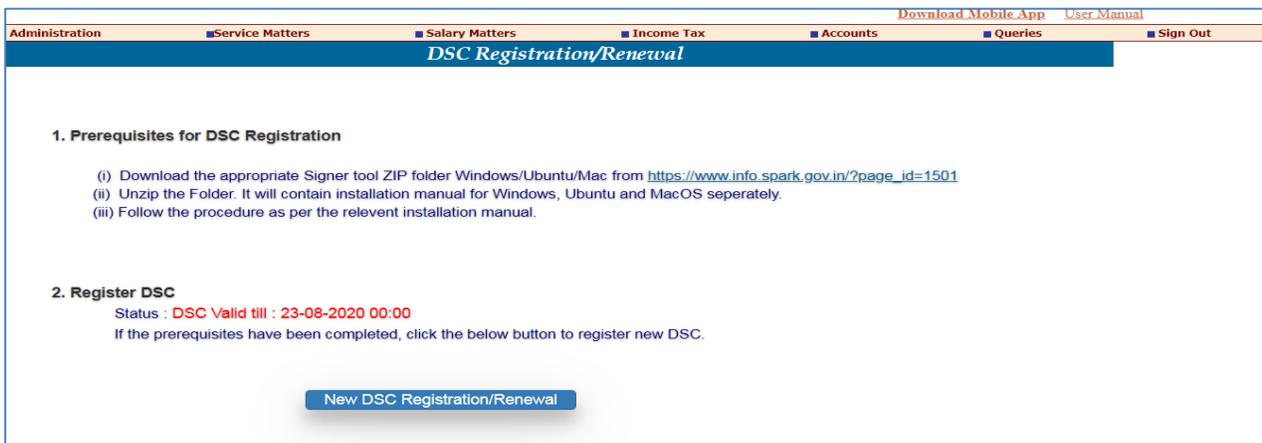
Submit the acknowledgment letter downloaded from BIMS to concerned treasury.

4. SPARK Registration/Renewal

For Registration/Renewal of digital signature device in SPARK, select the [Administration](#) menu after login to SPARK. Then click [New Registration/Renewal of DSC](#) option in Administration menu.



Click [New Registration/Renewal of DSC](#) for registration. Once registered the validity period can be viewed in that window.



After clicking registration option a window will appear for inserting the Token password of the device. In that window insert the password and click [Ok](#) button.

The screenshot shows the SPARK Establishment Interface for DSC Registration/Renewal. The page includes a navigation menu with 'Administration', 'Service Matters', 'Salary Matters', 'Income Tax', and 'Accounts'. The main content area is titled 'DSC Registration/Renewal' and contains the following instructions:

1. Prerequisites for DSC Registration

- (i) Download the appropriate Signer tool ZIP folder Windows/Ubuntu/Mac
- (ii) Unzip the Folder. It will contain installation manual for Windows, Ubuntu and Mac
- (iii) Follow the procedure as per the relevant installation manual.

Status : **ACTIVE**

Buttons: [Download DSC Signer Tool\(Windows\)](#), [Download DSC Signer Tool\(Ubuntu\)](#)

2. Register DSC

Status : **DSC Valid till : 27-04-2019 05:30**

If the prerequisites have been completed, click the below button to register new DSC.

Button: [New DSC Registration/Renewal](#)

A 'Confirmation' dialog box is overlaid on the page, containing the text 'Enter Token Password' followed by a masked input field and an 'OK' button.

A new window, with the name as in Token and the validity period of certificate will be displayed on the screen. Select the check box and click **Ok** button. If the name is matched then SPARK registration will be completed.

The screenshot shows the SPARK Establishment Interface for DSC Registration/Renewal. The page includes a navigation menu with 'Administration', 'Service Matters', 'Salary Matters', 'Income Tax', and 'Accounts'. The main content area is titled 'DSC Registration/Renewal' and contains the following instructions:

1. Prerequisites for DSC Registration

- (i) Download the appropriate Signer tool ZIP folder Windows/Ubuntu/Mac
- (ii) Unzip the Folder. It will contain installation manual for Windows, Ubuntu and MacOS separately.
- (iii) Follow the procedure as per the relevant installation manual.

Status : **ACTIVE**

Buttons: [Download DSC Signer Tool\(Windows\)](#), [Download DSC Signer Tool\(Ubuntu\)](#), [Download DSC Signer Tool\(Mac\)](#)

2. Register DSC

Status : **DSC Valid till : 27-04-2019 05:30**

If the prerequisites have been completed, click the below button to register new DSC.

Button: [New DSC Registration/Renewal](#)

A 'Select Certificate' dialog box is overlaid on the page, containing a radio button and the text 'Name Jilju V's (n)Code Solutions CA 2014 ID Valid From 15-Jul-2017 Valid To 15-Jul-2019' and an 'ok' button.

If the name is not matched, then go through the menu [Service matters](#) → [Personal details](#) → [Present service details](#). Then verify the aadhar details and update it. Then register once again.

Employee Details									
Personal	Probation	Training	Awards	Leave Account	Perf. Report	Quarters	Service History		
Recruitment	Family Details	Qualif. Services	Discip. Action	Leave Availed	Deputation	Present Salary	Main Menu		
Qualification	Dept. Tests	Regularisation	Nominees	Leave Surrender	Benefit Details	Loans	Log Out		
Personal memoranda		Present service details				Contact details			
Permanent Emp. No.	100004	Name							
Departmental Gen. No, if any		Upload Signature							
Present service details									
Department*	Finance Department	Office*	Secretariat Finance Department, Thiruvananthapuram						
Section	US-26 (SL & IAC)	Seat no	SL						
Employment type*	Regular	Service category*	State Gazetted						
Designation*	Under Secretary(HQ)	SDO code(if any)	053835						
PF type*	GENERAL PROVIDENT FUND (Kerala)	PF number	GAC25413						
Date of join in Govt. service*	29/03/1999	Date of joining in the department*	29/03/1999						
PRAN(Permanent Retirement Account No.)		Parent department	Finance Department						
Name as in Aadhaar	Suresh	Aadhaar Number	XXXXXXXXXX5648 Verify						
Pension Sanctioning Authority		Department	--Select--						
Details of parent department, if on deputation.		Designation	--Select--						

If the device (Token) is replaced or the DDO has changed then the same option ([New Registration/Renewal of DSC](#)) can be used for renewal.

localhost:52114 says
You already have a registered DSC. Do you want to replace existing DSC with a new DSC?
OK Cancel

DSC Registration/Renewal

1. Prerequisites for DSC Registration

- (i) Download the appropriate Signer tool ZIP folder Windows/Ubuntu/Mac
- (ii) Unzip the Folder. It will contain installation manual for Windows, Ubuntu and MacOS separately.
- (iii) Follow the procedure as per the relevent installation manual.

Status : **ACTIVE**

[Download DSC Signer Tool\(Windows\)](#) [Download DSC Signer Tool\(Ubuntu\)](#) [Download DSC Signer Tool\(Mac\)](#)

2. Register DSC
Status : **DSC Valid till : 27-04-2019 05:30**
If the prerequisites have been completed, click the below button to register new DSC.

[New DSC Registration/Renewal](#)

If SPARK registration is completed then the bills can be submitted to treasury.

5. E Submission.

In [Accounts](#) → [Bills](#) → [E_Submit Bill](#) menu, before clicking [Approve](#) and [submit](#) button you need to insert the Token password as mentioned above.

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

E-Submit Bill

Department: Education (Vocational Higher Secondary)
 Office: SDPY VHSS PALLURUTHY
 Bill Nature: Salary/ Arrears/ LSI/ Bonus/ Festival Adv/ Onam Adv.
 DDO Code: 016

Bill Details

Treasury: Sub Treasury, Palluruthy
 Bill Control Code: 56621679619190668540
 Head of Account: 2202 02 110 95 00 01 01
 DDO Name: Biju Eappen
 Month and Year: 8/2018
 No. of employee/s: 1
 Bill Gross: 920
 Recovery: 0
 Bill Net: 920
 Prepared by: 413783
 Prepared on: 14/08/2018
 Bill details: EAS Bill for August 2018 - Est Salary Arrear bill of payb

Bills to Submit

Bill No	Bill Type	Gross/Net	Prepared On	
8703361	Est Salary Arrear bill of paybill	920	14/08/2018 08:43:51	Select

Submission Status for the month of 9 / 2018

Activate Windows
Go to Settings to activate Windows.

Enter the Token password and click **Next** button.

https://www.spark.gov.in/webspark/sparkmainmenu.aspx?mytkn=46d57f90-a9d3-4e95-84b3-733886b5426

SPARK Service and Payroll Administrative Repository for Kerala Establishment Interface

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

E-Submit Bill

Department: Education (Vocational Higher Secondary)
 Office: SDPY VHSS PALLURUTHY
 Bill Nature: Salary/ Arrears/ LSI/ Bonus/ Festival Adv/ Onam Adv.
 DDO Code: 016

Bill Details

Treasury: Sub Treasury, Palluruthy
 Bill Control Code: 56621679619190668540
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Bills to Submit

Bill No	Bill Type	Gross/Net	Prepared On	
8703361	Est Salary Arrear bill of paybill	920	14/08/2018 08:43:51	Select

Submission Status for the month of 9 / 2018

Token Password

Present status of Esubmitted bills may be viewed using Accounts-Bills-View Submitted Pay Bills

A message will appear there which shows the E submission is completed successfully.

Administration Service Matters Salary Matters Income Tax Accounts Queries Sign Out

BILLS TO SUBMIT

DDO Name:

Prepared by:

Prepared on:

Bill details:

Submission Status for the month of 9 / 2018

Present status of Esubmitted bills may be viewed using Accounts-Bills-View Submitted Pay Bills

Your bill has been posted for esubmission.Please check the status after sometime in the same page

lno	requestedby	requestedon	status
89083	599515	02/09/2018 22:31:59	Esubmission waiting