MAHAVITARAN

<u>CIRCULAR</u>

Sub: Implementation of Electronic Signature (e-Sign) and submission of Office Notes at Corporate Office exclusively through Document Management System (DMS).

Ref: 1. LOA no. CGM/IT/355 dtd. 01.05.2020 to e-Mudhra for e-Sign Solution.

In pursuance of objective of adopting of digital working environment, reduce the dependencies on physical document, speed up approvals and enable work from home environment in case of extreme circumstances, MSEDCL has implemented Electronic Signature (e-Sign) solution at Corporate Office and incorporated the same into the Document Management System (DMS) for e-Signing and processing the office notes/proposals for approval in Digital Mode.

Electronic Signature are considered equivalent to physical ink signatures as per the Information Technology (IT) Act, 2000 and Indian Evidence Act,1872. In view of faster widespread adoption of Electronic Signatures among Organisations, Controller of Certifying Authorities (Govt. of India) has issued Organisational e-KYC process (API Specifications Version 3.2 on 05th Sep 2019) for e-Signing the Official Documents. Under this, Organisation can perform Electronic Signatures on their documents availing services of empanelled Electronic Signature Provider (ESP) which undertake KYC registration of all document signers and provide e-Sign facility through their API (Application Programming Interface) and validations of e-Signs. Vide ref. 1, the LOA has been given to M/s e-Mudhra (GoI empanelled ESP) for providing e-Sign API which has been successfully integrated with MSEDCL's Document Management System (DMS) for Corporate Office users.

In view of above, with the approval of competent authority, it is informed that:

1. All employees (currently Superintending Engineer & above) posted at Corporate Office are provided e-Sign facility. For activating e-Sign facility, these employees have to submit their KYC applications at e-Mudhra website. Details of KYC registration are given in Annexure I. After verifying their KYC documents and employment records, their KYC application will be approved by the Authorized Signatory.

2. All the office notes/proposals for approval (along with all attachments) at Corporate Office shall compulsorily be moved in an electronic mode through Document Management System (DMS) with e-Signs *except few proposals from HR department related to Confidential matters and Disciplinary actions cases*. Physical documents for Office Notes/Approvals (with few exceptions) shall not be accepted by any Authority/ Office. Also, soft copy of office note sent through e-mail for approvals shall be discontinued, henceforth.

3. The R-APDRP Login Credentials shall be used to login in to the DMS System. All employees of Corporate Office (JE & above) can login to their DMS account and view the status of the Office Notes originated from their department. Only those employees whose KYC account is activated can initiate the Office Note using their eSign. In case of any login issues/password reset, email should be sent to portal_admin@mahadiscom.in mentioning your CPF number. In case of DMS account issues/issues while e-Signing (account not created, bugs, errors, etc), then email should be sent to dmsadmin@mahadiscom.in along with the screenshot of the issue.

4. The KYC Credentials (Username, 6-digit PIN & OTP on registered Mobile number) defined during KYC process shall be used for each e-Sign. If username/PIN is forgotten, then same can be generated via OTP at https://esign.e-mudhra.com/

5. For employees having e-Sign facility: If any employee is holding an additional charge, then concerned H.O.D. shall mail the details of such employee to dmsadmin@mahadiscom.in along with the official letter of additional charge. Once updated in DMS, user will be shown list of posts held by him. Upon selection of any of the post, user shall be able to view & process the respective files of that post. Once the additional charge is withdrawn, then concerned H.O.D must inform via email to dmsadmin@mahadiscom.in so that so that additional charge can be removed in DMS..

6. All employees using e-Sign shall not share DMS login credentials & KYC Credentials with anyone else. In case of any misuse, the employee whose login credentials are misused, will be personally held accountable.

7. Detailed step by step procedure for initiating/forwarding/returning/closing the Office note in Document Management System (DMS) is given in Annexure 2 enclosed herewith.

This Circular is applicable to all employees of Corporate Office with immediate effect. This Circular is available at Company's portal.

Encl.: Annexure 1 & 2

Chief General Manager (IT)

Copy s.w.r.s to :

1. **Director (Operations / Commercial / Projects / HR /Finance), MSEDCL**
2. **Executive Director (Dist-II/Infra/Projects/B&R/F&A/S&E), MSEDCL**

Copy f.w.c.s to :

1. **All HODs at Corporate Office**
2. **OSD to CMD**

Annexure I

Creation of KYC User Account for eSign

Creating a KYC User

1. Keep the soft copy your **passport size photo** (jpg/png size: max 1MB), **your Employee ID card** (jpg/png/pdf size: max 5 MB) & **PAN Card*** (jpg/png/pdf size: max 5MB) ready for processing the application.

    - Documents required for Organization KYC account as per Govt. of India guidelines.
    - This eSign account is created at personal level (verifying personal Documents).
    - Designation wise eSign account can't be created.

2. Click the following unique URL (or Copy & paste in browser) of creation of KYC User Account:

    https://esign.e-mudhra.com/OrganizationKYC/UI/newkycaccount.jsp?x=VFVGSVFURTNPVEE0T0E9PQ%3D%3D

Enter your Information

esign.e-mudhra.com/OrganizationKYC/UI/newkycaccount.jsp?x=VFVGSVFURTNPVEE0T0E9PQ%3D%3D

eSign ORG

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD - KYC Enrolment
Enrolling your KYC Account is a simple online procedure. Please fill this online form, and submit the information. Our round-the-clock validation team will process your enrolment soon.

1 YOUR INFORMATION

CPF No. (starting with 0) [eg. 01234567]

Employee ID *

Name *

Enter all your details.
Name should be as per PAN database

Organization Unit *
Select

Date of Birth *
DD-MM-YYYY

PAN *

Gender *
◯ Male   ◯ Female   ◯ Other

Select your OU

NEXT

Click Next

2 VERIFY MOBILE & EMAIL

3 DOCUMENT ATTACHMENTS

4 USER CREDENTIALS

Enrolment Process

✓ Enrolment requires KYC Account user information to submit. Enter your details in the place provided.

✓ Complete Mobile & Email Verification through OTP.

✓ Upload scanned copies of Photo, PAN and Organization ID.

✓ Set your desired Username (minimum 6 and maximum 25 characters) & PIN (6 digit numeric PIN), this required at the time of login.

✓ Submit the details to completed the enrolment process.

Verify your Mobile & Email (via different OTPs)

eSign ORG

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD - KYC Enrolment
Enrolling your KYC Account is a simple online procedure. Please fill this online form, and submit the information. Our round-the-clock validation team will process your enrolment soon.

1 YOUR INFORMATION   CHANGE

ABC XYZ   1234567   01-01-1985   ABCDE1234A

2 VERIFY MOBILE & EMAIL

Mobile Number *
9999999999

Email ID *
abcdefghijk @ **mahadiscom.in**

Enter your working mobile & email id and submit OTP to verify

Mobile OTP *
....

Get OTP

Email OTP *
....

Get OTP

NEXT

Click Get OTP to receive OTP

Click Next

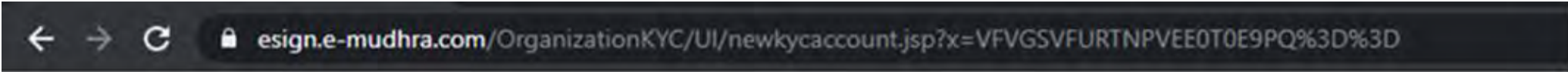**3 DOCUMENT ATTACHMENTS**

4 USER CREDENTIALS

Enrolment Process

- ✓ Enrolment requires KYC Account user information to submit. Enter your details in the place provided.
- ✓ Complete Mobile & Email Verification through OTP.
- ✓ Upload scanned copies of Photo, PAN and Organization ID.
- ✓ Set your desired Username (minimum 6 and maximum 25 characters) & PIN (6 digit numeric PIN), this required at the time of login.
- ✓ Submit details and proceed for Video Recording in order to complete the enrolment process.

DOCUMENT ATTACHMENTS

esign.e-mudhra.com/OrganizationKYC/UI/newkycaccount.jsp?x=VFVGSVFURTNPVEE0T0E9PQ%3D%3D

1 YOUR INFORMATION

ABC XYZ   1234567   01-01-1985   ABCDE1234A

CHANGE

2 VERIFY MOBILE & EMAIL

9999999999   abcdefghijk @mahadiscom.in

CHANGE

3 DOCUMENT ATTACHMENTS

Upload Your Photo * ?

Choose File   No file chosen

Upload only maximum of 1 MB (jpg, png) file

Upload PAN * ?

Choose File   No file chosen

Upload only maximum of 5 MB (jpg, png, pdf) file

Upload Organizational ID Card * ?

Choose File   No file chosen

Upload only maximum of 5 MB (jpg, png, pdf) file

NEXT

4 USER CREDENTIALS

Upload
Photo, PAN
&
Employee
ID
as per given
specifications

Click Next

Enrolment Process

✓ Enrolment requires KYC Account user information to submit. Enter your details in the place provided.

✓ Complete Mobile & Email Verification through OTP.

✓ Upload scanned copies of Photo, PAN and Organization ID.

✓ Set your desired Username (minimum 6 and maximum 25 characters) & PIN (6 digit numeric PIN), this required at the time of login.

✓ Submit details and proceed for Video Recording in order to complete the enrolment process.

Create Your Credentials (to be remembered all time)

esign.e-mudhra.com/OrganizationKYC/UI/newkycaccount.jsp?x=VFVGSVFURTNPVEE0T0E9PQ%3D%3D

1 YOUR INFORMATION
ABC XYZ   1234567   01-01-1985   ABCDE1234A   CHANGE

2 VERIFY MOBILE & EMAIL
9999999999   abcdefghijk @mahadiscom.in   CHANGE

3 DOCUMENT ATTACHMENTS
passport size photo 2016.jpg   PAN card.jpg   Office ID Card.pdf   CHANGE

4 USER CREDENTIALS

Enter desired personal username & 6 digit PIN

If your personal email id is abcdef@gmail.com then it is recommended to use **abcdef** as your username here.

This should be minimum 6 and maximum 25 characters long. This should be alpha numeric. It should not start with a number and special characters are not allowed. This has to be unique in the system. You may be asked to choose a different one, if already exists.

Desired Username *

Desired PIN *

Confirm PIN *

☐ I agree to terms of Subscriber Agreement which shall be eSigned on successful account creation.

Click Checkbox

Captcha *   T2UXHX ↻   PROCEED TO VERIFY   Click Proceed to verify

Verify Your Account Information

esign.e-mudhra.com/OrganizationKYC/UI/orgKYCDetails.jsp

eSign ORG
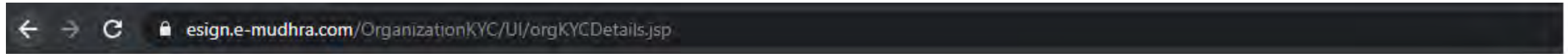
Verify Your Account Information

NAME SURNAME

abcdefghijk @gmail.com

Gender	Date of Birth	Mobile Number
Male	01-01-1985	+91-9999999999

Enrolment Information

Employee ID	1234567
Username	abcdefghijk
PAN	ABCDEFG1111E

Organization Information

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD

Organization Unit

Address

PRAKASHGAD, PLOT G-9, A.K. MARG, BANDRA (EAST), MUMBAI, MAHARASHTRA, INDIA 400051

You have agreed to terms of Subscriber Agreement which shall be eSigned on successful account creation.

Submit   Cancel

Click submit

Account Approval

Once KYC account submitted, the Authorized Signatory of your Organization Unit (OU) will approve it. Then application will be forwarded to Licensed Certifying Authority (CA) (i.e. eMudhra) which will approve your account (as per GOI guidelines) within 24 hours and inform you via SMS/Email.

Support

In case of any issue, please contact:

(kindly send screenshots of error on email for quick resolution)

eSign & DMS	RAPDRP Login Issues
Email: dmsadmin@mahadiscom.in	Email: portal_admin@mahadiscom.in
Mobile: 9619191597 (Haseeb Khan)	Mobile: 9850521032 (Anil Patil)

Annexure II

Document Management System with eSign

Initiating the Document

Office Note Preparation

1. Open *eSignTemplate.dot* file. A new word file will open with Office Note format. A signature Page is present at *page 4*. You may start writing O.N. / copying content in this word file maintaining all sequence as per Template. Do not change the format of Signature Page.

2. Download *eSignTemplate.dot* file from here -> [Double Click].
   eSign Template

3. Add 'Proposal Request' in brief in the given block.

4. Add brief name of Authorities through which proposal is routed.

5. Signature will automatically added after eSigning of respective authorities one by one. Do not change / format the page as doing so may result in improper alignment and overwriting.

6. Make single PDF file of Office Note (with signature page added) and all attachments. (Click here to know how to merge files into one PDF).

1. Visit https://dms.mahadiscom.in/dms/

dms.mahadiscom.in/eSigndms/jsp/prlogin.jsp

MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 3.0

Login Form

User Id :

Password :

Login using R-APDRP login Credentials (CPF no. 0xxxxxxx)

Login   Reset

For all Executive Engineers and above users, please use RAPDRP login credentials.

New user? **Click here to sign up**

Forgot Password? **Click here to reset password**

For any issue in R-APDRP Login, please contact
Email: portal_admin@mahadiscom.in
Mobile: 9850521032 (Anil Patil)

Initiation of Note Approval

1. Click Office Note/File Entry

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 4.0

Home   Logout Mr. Haseeb Ahmad Mujeeb Ahmad Khan

Welcome to DMS Version 4.0. Please update departme

-- Office Notes --
Office Note / File Entry
File Inward Register
File Forward Register
-- View/Download --
Office Note

File Register of 02259664
Note: In case of wrong document attachment please forward the same to GAD Dept- AM-REG
Please press Next to move to next page or Prev to move to Previous page

Total Inbox Documents :- 3   Go to Page :- [   ] Go   Page 1 of 1

Click here to forward multiple Documents

Sr.No.	Record id	Subject	Date	FILE NAME
1	F-2020005410/2020	Test File on 22-Jun-2020	22-Jun-2020	TEST OFFICE NOTE_22-JUN20.pdf
2	F-2020005409/2020	test	22-Jun-2020	TEST OFFICE NOTE_JUN20.pdf
3	F-2020005408/2020	test	22-Jun-2020	TEST OFFICE NOTE_new.pdf

Total Inbox Documents :- 3   Go to Page :- [   ] Go   Page 1 of 1

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 4.0

-- Office Notes --
Office Note / File Entry
File Inward Register
File Forward Register
-- View/Download --
Office Note

Files Management System

○ Confidential   ● General

*Subject : [   ]   ← 2. Enter Subject of the Office Note

Department select

Select Department & Authority

nd Double quote (") .   g out of the system to avoid network congestion .After every operation , obsei

-- Registry --
Inward Entry
Outward Entry
Print Due Acks
Outward Register
Search Outward
-- Inward Letters --
Inward Register
Forward Register
-- Office Notes --
Office Note / File Entr
File Register
File Forward Register
-- Search --

Remark :

☐ Generate
Inward
Number

**Outward
Number
Format :**

| CE (Billing and Recovery) - 10074 |
| CE (Specail Projects) - 10078 |
| CE Projects - 10018 |
| CMD Office - 10024 |
| CPA Dept - 10033 |
| Chief Investigation Officer Department - 10034 |
| Civil Deptartment - 10017 |
| Co-ordination Cell - 10047 |
| Commercial Department - 10011 |
| Company Secretary - 10041 |
| Confidential Report Cell - 10058 |
| Corporate Accounts - 10002 |
| Corporate Finace(IF Section) - 10063 |
| Corporate Finance - 10003 |
| Corporate finace (GM WM) - 10062 |
| Director (Human Resource) - 10076 |
| Director Commercial - 10069 |
| Director Finance - 10028 |
| Director Operartions - 10025 |
| **Director Projects - 10027** |

Department | Test department 1 - 10091 ▼

← **3. Select Department whom you want to forward Note.**

Forward To | TEST1 - Lalit Lahabar ▼

Inward Register
Forward Register
-- Office Notes --
Office Note / File Entr
File Register
File Forward Register
-- Search --

Department | Test department 1 - 10091 ▼
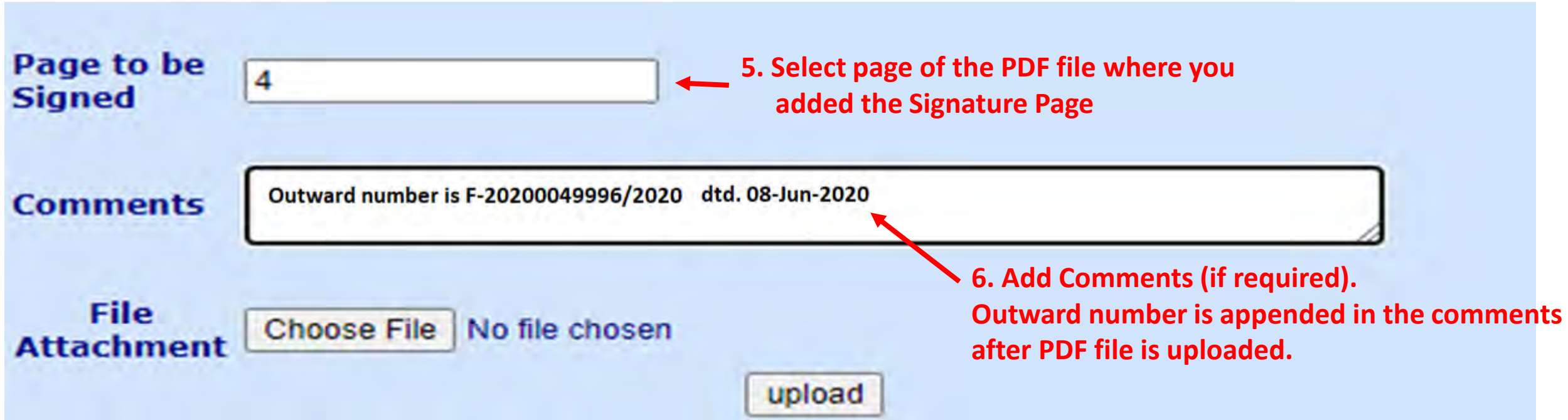
Forward To | TEST1 - Lalit Lahabar ▼

| -Select- |
| **TEST1 - Lalit Lahabar** |
| TEST3 - TEST 3 |
| TEST2 - TEST 2 |

← **4. Select Authority in the above department**

**Page to be
Signed**

Fixing of eSign page in the Document & Adding Comments

Page to be Signed

`4`

⟵ **5. Select page of the PDF file where you added the Signature Page**

Comments

Outward number is F-20200049996/2020 dtd. 08-Jun-2020

6. Add Comments (if required). Outward number is appended in the comments after PDF file is uploaded.

File Attachment

Choose File   No file chosen

upload

Font size decreases with increase in length of comments. Therefore please comment in brief

Upload Document & Perform eSign

Comments

test

File Attachment

[Choose File] TEST OFFIC...270520.pdf

Please ensure that there is no space in file name

- Upload Document here (Only PDF).
- Merge all attachments in to single PDF file. **Click here** to know how to merge all files in single PDF.

[upload] ← **Click Upload**

Popup will appear. Click OK

dms.mahadiscom.in says

DATA UPLOADING PL CHECK ERROR MESSAGE IF ANY

[OK]
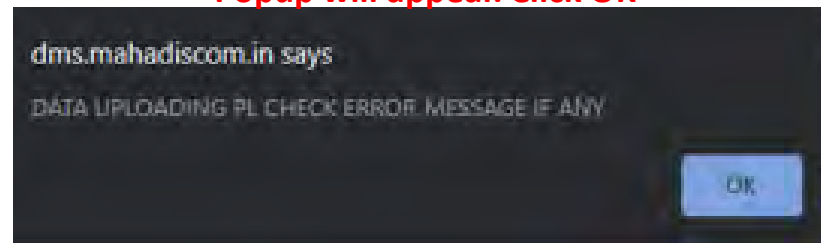
File Attached is /140520/Test46.pdf
View Document

[Perform eSign] ← **Perform eSign Button will appear. After clicking a new Pop-up window will open for eSign**

[Forward...]

Document Signer Consent

(Mandatory as per Govt. of India guidelines)

Document Management system - Google Chrome

dms.mahadiscom.in/eSigndms/jsp/eSign.jsp?txnId=112

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 3.0>

User consent for eSign

You will be redirected to eMudhra's portal for eSign.

☐ I hereby give my consent and willingness to eSign this document.

Submit

Click Checkbox.
(Submit button will be enabled)

Click Submit

Perform eSign with your KYC credentials

eMudhra eSign Service - Google Chrome

🔒 authenticate.e-mudhra.com/index.jsp

emudhra | eSign Service
Trust Delivered

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD

eSign User Authentication

You are redirected here to authenticate for eSign of below document by **MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD**. Please note the transaction ID: 694

Documents to be signed from **MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD**

1. Office Note

[View Document] [View Hash]

☑ Untick, if you don't want to sign this document.

Authenticate Here

Don't have an account? Create a new account

Authenticate Using ○ Username ○ Mobile No ○ PAN

Signer ID | hakhan

1. Enter your eMudhra username
OR enter mobile number/PAN.

PIN |

Forgot PIN ?

2. Enter your 6 digit PIN

◉ SMS OTP ○ T-OTP

3. Click Get OTP to receive OTP on your mobile

OTP | [ ] [Get OTP]

4. Enter the OTP received on your registered mobile number.

☐ I agree to authenticate for this transaction using above credentials and continue to accept the terms and conditions under my Subscriber Agreement.

5. Click Checkbox

[Perform eSign]

Generate Username & PIN

6. Click Perform eSign

After Clicking Perform eSign Button, please wait for 10 seconds. DO NOT click anywhere or press any button

Confirmation about eSign

Document Management system - Google Chrome

dms.mahadiscom.in/eSigndms/Redirect

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Maharashtra State Electricity Distributor Co. Ltd.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 3.0

eSign

Redirecting to MSEDCL Document Management System ...

Please do not press back or refresh button
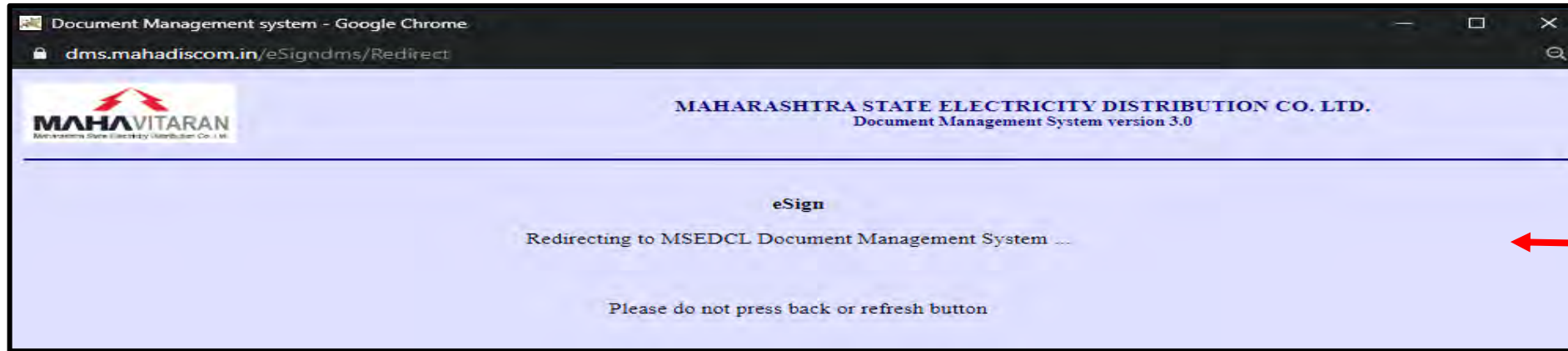
This confirmation Screen will appear for few seconds. DO NOT Click any where or press any button for 10-15 secs.

Forwarding the eSigned Document

Receive All Letters
About
Version Information

Visitor No. : 622216

After all verifications, the file may be forwarded to the concerned Authority

Forward To : TEST3

File Attached is /130520/Test.pdf

Document eSign successful. **View Document**

You may view the eSigned Document here by clicking & download the file.

Forward...

After forwarding, Note the file reference number at the bottom of page

Print acknowledgement

File Forwarded to TEST with reference num F-2020004996/2020 and Outward No. CGM/IT/25

Click here for other File Entry

Approving/Forwarding the Document
(or Returning or Closing the document)

SMS Notification

For every Note forwarded to you, you will receive an SMS from MSEDCL in following format.
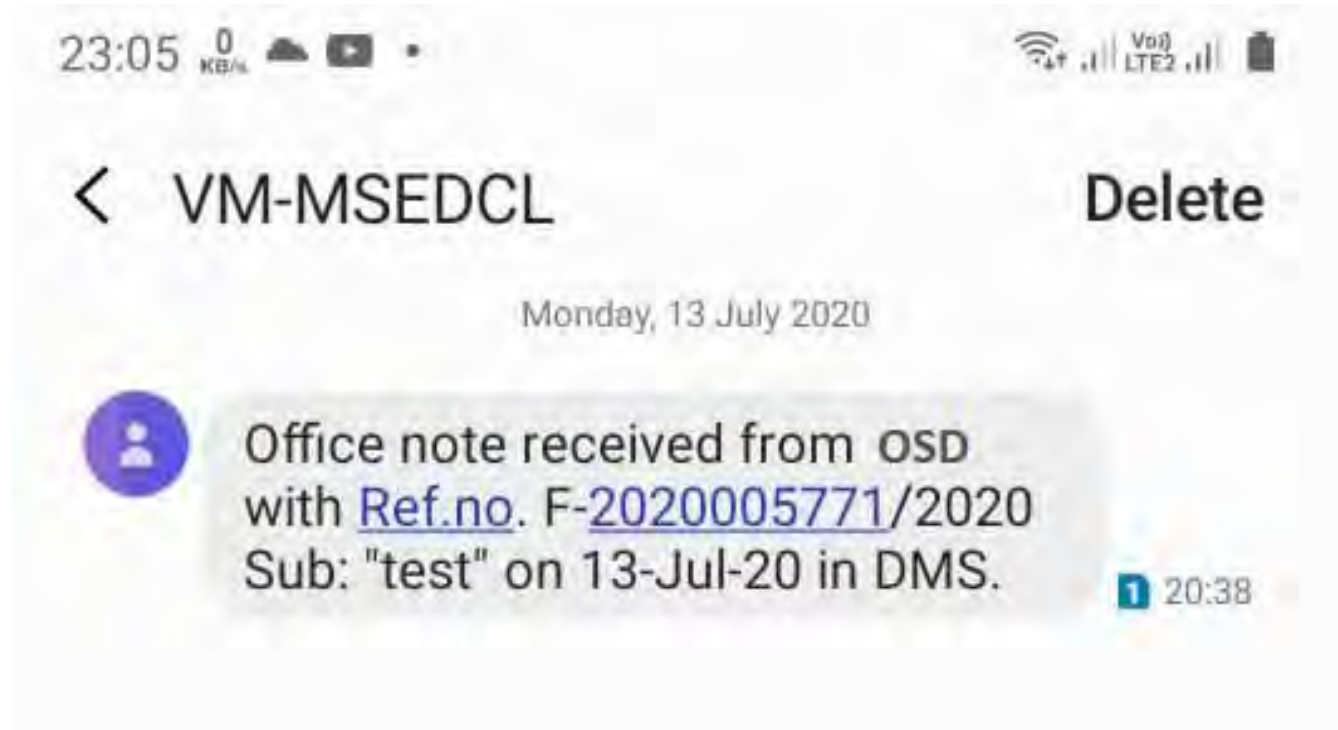
1. Visit https://dms.mahadiscom.in/dms/

dms.mahadiscom.in/eSigndms/jsp/prlogin.jsp

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 3.0

Login Form

User Id :

Password :

← Login using R-APDRP login Credentials (CPF no. 0xxxxxxx)

Login   Reset

For all Executive Engineers and above users, please use RAPDRP login credentials.

New user? **Click here to sign up**

Forgot Password? **Click here to reset password**

For any issue in R-APDRP Login, please contact
Email: portal_admin@mahadiscom.in
Mobile: 9850521032 (Anil Patil)

2. Open File Inward Register to view Office Notes pending for your approval.

MAHA VITARAN

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
Document Management System version 3.0

Home

1. Click 'File Inward Register' to check incoming Office notes via OSD

2. Click Ref. to Open the details of Office Note you want to sign

-- Office Notes --
Office Note / File Entry
File Inward Register
File Forward Register
-- View/Download --
Office Note

File Forward Register contains all Office Notes you have signed

File Forward Register of TEST3
Please press **Next** to move to next page or **Prev** to move to Previous page

Total Outbox Documents :- 6   Go to Page :- [   ] Go   Page 1 of 1

Sr.No.	Reference	Date	Subject	Copies to/Remarks	File Name	Forwarded To	Received From
1	F-2020005003/2020	14-May-2020	test44	test44	/140520/Test 46.pdf	TEST2	null
2	F-2020005000/2020	13-May-2020	test44	test44	/130520/Test44.pdf	TEST1	null
3	F-2020004996/2020	13-May-2020	test_13/05/2020	---	---	TEST1	null
4	F-2020004996/2020	13-May-2020	test_13/05/2020	---	/130520/Test.pdf	TEST3	null
5	F-2020004987/2020	12-May-2020	test30	test30	/120520/Test11 - Copy (16).pdf	TEST1	null
6	F-2017018838/2017	21-Sep-2019	45645	---	---	TEST2	null

Total Outbox Documents :- 6   Go to Page :- [   ] Go   Page 1 of 1

In 'Office Note' section, you can get all Inward/Outward Office Notes of your entire department.

Open the Received Office Note

1.Click file to download and view the Office Note PDF.

Subject	test123
Originating Department	Office of CGM(IT)
Originated By	Gaurav Govindrao Gajre(02756731)

History of F-2020005652/2020

Received Date	Forwarded Date	Forwarded By	Forwarded To	File Name	File Status
08-Jul-2020 12:48:06 PM	08-Jul-2020 12:48:06 PM	Assistant Programmer	Programmer	Demo_01-Jul-2020_merged1.pdf	forwarded
08-Jul-2020 12:48:06 PM	---	Programmer	null	---	---

This Office Note is eSigned by Gaurav Govindrao Gajre-Assistant Programmer on dated 08-JUL-20

Comments :

Font size decreases with increase in length of comments. Therefore please comment in brief

2. After reading office note, Please write comments here and perform eSign.
(Comment here will appear in the eSign itself)

3. Click 'Perform eSign' to open eSign window → Perform eSign

Perform eSign with your KYC credentials

eMudhra eSign Service - Google Chrome

authenticate.e-mudhra.com/index.jsp

emudhra | eSign Service
Trust Delivered

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD

eSign User Authentication

You are redirected here to authenticate for eSign of below document by **MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD**. Please note the transaction ID: **694**

Documents to be signed from
MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD

1. Office Note

View Document   View Hash

☑ Untick, if you don't want to sign this document.

Authenticate Here
Don't have an account? Create a new account

Authenticate Using   ● Username   ○ Mobile No   ○ PAN

Signer ID   hakhan

1. Enter your eMudhra username
OR enter mobile number/PAN.

PIN

Forgot PIN ?

2. Enter your 6 digit PIN

● SMS OTP   ○ T-OTP

OTP   Get OTP

3. Click Get OTP to receive OTP on your mobile

4. Enter the OTP received on your registered mobile number.

☐ I agree to authenticate for this transaction using above credentials and continue to accept the terms and conditions under my Subscriber Agreement.

5. Click Checkbox

Perform eSign

Generate Username & PIN

6. Click Perform eSign

After Clicking Perform eSign Button, please wait for 10 seconds. DO NOT click anywhere or press any button

Forwarding the Office Note

1. **After performing eSign, please 'Forward' the Office Note to next Authority.**

   (In case of Final Authority, kindly forward it to the initiator so that initiator will be intimated about approval. Intermediate authorities can anytime check the status & remarks of CA in DMS [File Forward Register])

Once all approvals are granted and document is received by initiator, he will **'Close'** the document flow *(no further forwarding possible).*

If 'Returned' is selected, then Office note will go the previous Authority who has signed the document.

○ Forward   ○ Closed   ○ Return

Department Office of CGM(IT) - 00020 ⌄

Forward To select ⌄

2. Select Authority you want to Forward or Return

Go...

3. Click GO to Process Forwarding

For forwarding Office note, eSign is compulsory. For 'Close' & 'Return' option, eSign is optional

Sample signed Office Note

1) eSign will appear in this order one by one.

2) **If Signed file is opened in Adobe Reader then it will verify the eSign (take time to load document). Otherwise signed document can be viewed in Browser without verifying eSigns (Faster Loading)**

3) Comments will also be visible along with Name, Designation and date & Time. Please zoom document to view big comments (small fonts).

4) eSign locations (rectangles) are fixed in the Signature page. One by one eSign will get added.

5) As of now total 10 eSign (incl. initiator) are possible.

6) Once signed, the PDF document can't be changed (due to unique hash value which is stored with eSign Service Provider & Certifying Authority)

7) If any change is required in content of O.N., then new flow has to be created with new PDF file. Old office note/Prepage can be added in the new PDF file for reference.

eSign Details

Your eSign will appear in the document something like this

eSign Certificate Details
(this will open when eSign is Clicked)

Signature valid

Signed by : Mr. Haseeb Ahmad Mujeeb Ahmad Khan
Designation : Programmer
Date : 07-Jun-2020 16:38:00
Comments :

Signature Validation Status

Signature is VALID, signed by Haseeb Ahmad Mujeeb Ahmad Khan <haseebahmadkhan@gmail.com>.
- The Document has not been modified since this signature was applied.
- The signer's identity is valid.

Signature Properties...   Close

Signature Properties

Signature is VALID, signed by Haseeb Ahmad Mujeeb Ahmad Khan <haseebahmadkhan@gmail.com>.

Signing Time: 2020/04/18 16:02:44 +05'30'

Reason: haseebahmadkhan

Location: Mumbai

Validity Summary

The Document has not been modified since this signature was applied.

The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.

The signer's identity is valid.

The signature includes an embedded timestamp. Timestamp time: 2020/04/18 15:59:01 +05'30'

Signature was validated as of the secure (timestamp) time: 2020/04/18 15:59:01 +05'30'

Signer Info

The path from the signer's certificate to an issuer's certificate was successfully built.

The signer's certificate is valid and has not been revoked.

Show Signer's Certificate...

Advanced Properties...   Validate Signature   Close

Certificate Viewer

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

☐ Show all certification paths found

2014
hra CA 2014
Mudhra Sub CA for eSign OTP
Haseeb Ahmad Mujeeb Ahm

| Summary | Details | Revocation | Trust | Policies | Legal Notice |

Haseeb Ahmad Mujeeb Ahmad Khan
Personal

Issued by: e-Mudhra Sub CA for eSign OTP 2014
eMudhra Limited

Valid from: 2020/04/18 15:59:00 +05'30'

Valid to: 2020/04/18 16:29:00 +05'30'

Intended usage: Digital Signature, Non-Repudiation

Export...

The selected certificate path is valid.

The path validation and revocation checks were done as of the secure (timestamp) time: 2020/04/18 15:59:01 +05'30'
Validation Model: Shell

OK

How to Merge multiple files in one single PDF

Using PDFSAM tool

* You may also use other tools like CamScanner, Adobe Pro, Online tools, etc to merge PDF files.

1. Visit https://pdfsam.org/download-pdfsam-basic/ **and download PDFsam Basic installer.**
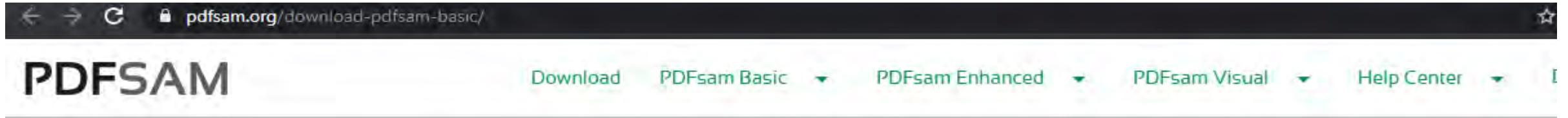
Begin installation

Deselect to skip enhanced version

Click Next

Within the setup window:

PDFSAM
pdf split and merge

PDFsam
Setup Manager

Welcome to the PDFsam Setup Wizard
Let us guide you through the installation process

Please select your preferred language:

English

By clicking on "Next" you agree to install with default settings and to be bound to the PDFsam`s End User's License Agreement and Privacy Policy

☐ Install PDFsam Enhanced, includes FREE Reader, Creator and advanced features See Details

Advanced Options

NEXT

Open Application

PDF Split and Merge Basic Edition

PDFSAM @Modules

Click Merge Tab

Split
Split a PDF document at the given page numbers.

Merge
Merge together multiple PDF documents or subsections of them.

Alternate Mix
Merge two or more PDF documents, taking pages alternately in natural or reverse order.

Rotate
Rotate the pages of multiple PDF documents.

Extract
Extract pages from PDF documents.

Split by bookmarks
Split a PDF document at bookmarked pages by specifying a bookmark level.

Split by size
Split a PDF document in files of the given size (roughly).

Merge PDF Files

PDF Split and Merge Basic Edition

PDFSAM @Merge

Add ▼   Clear ▼   Remove   Move Up   Move Down

1. Drag and drop all files here
OR
Add files using Dialogue box window

Arrange sequence of files using Drag & drop

▼ Merge settings

☐ Add a blank page if page number is odd ⊙
☐ Add a footer ⊙
☐ Normalise page size ⊙

Interactive forms (AcroForms):   Flatten   ▼ ⊙   **Select FLATTEN option**
Bookmarks handling: Discard bookmarks   ▼ ⊙
Table of contents: Don't generate   ▼ ⊙

▼ Destination file

2. Check Destination folder & rename file name

C:\Users\acer\Downloads\PDFsam_merge.pdf   Browse

☐ Overwrite if already exists ⊙

3. Click RUN to begin

▼ Hide advanced settings

☑ Compress output file/files ⊙

Output PDF version: Version 1.5   ▼

4. After Completion, open file to check (Merged File is saved in destination folder)

▶ Run   📄 Open ▼   Completed

How to use
TOTP
(Time-based One-time Password)

Using Google Authenticator tool

* You may use TOTP if you are facing difficulty in receiving OTP SMS due to poor network.

Visit https://esign.e-mudhra.com/
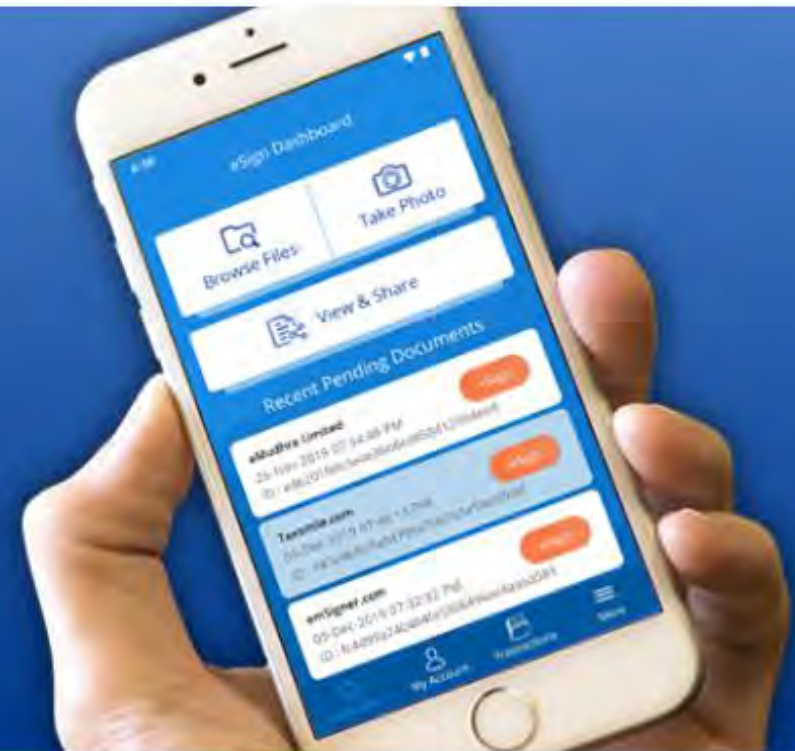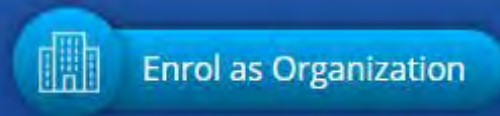
Login with your eMudhra credentials

Go to View Profile tab

Click enable T-OTP

esign.e-mudhra.com/UI/changePin.jsp

eSign

My Profile

- Dashboard
- Upload & eSign
- eSign Transactions
- Subscription Details
- DSC Details

Self Service

- View Profile
- Registered Devices
- Subscriber Agreement

HASEEB KHAN
hakhan@mahadiscom.in

Gender	Date of Birth	Mobile	PAN
MALE			

Username
Employee ID

Quick Actions
- Change PIN
- Enable T-OTP
- Settings

Organization Information

Organization Name
Organization Unit Name
Address

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD
Authorized Signatory
PRAKASHGAD, PLOT G-9, A.K. MARG, BANDRA (EAST), MUMBAI, ,
MAHARASHTRA, 400051

Pop-up will appear for T-OTP

sign.e-mudhra.com/UI/changePin.jsp

My Profile

Enable T-OTP

Steps to enable T-OTP

1. Download the T-OTP Authenticator App(preferably google authenticator) and install the App on your mobile.

2. Scan the QR code with the Authenticator App.

3. App will validate and display the T-OTP.

4. Enter the T-OTP and click on proceed.

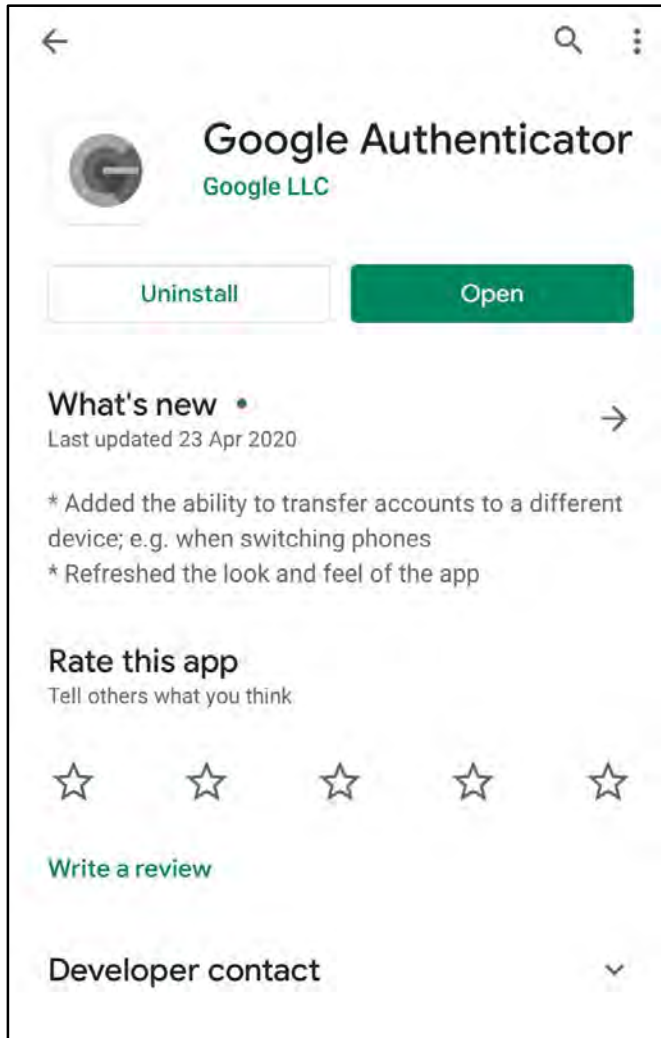**Note: Please ensure that your mobile time matches with your time zone.**

T-OTP Authentication

Scan through your Authentication App

Enter T-OTP   Proceed

Username
Employee ID

Organization Information

Install Google Authenticator app in your mobile phone from Google Play Store or iOS App Store
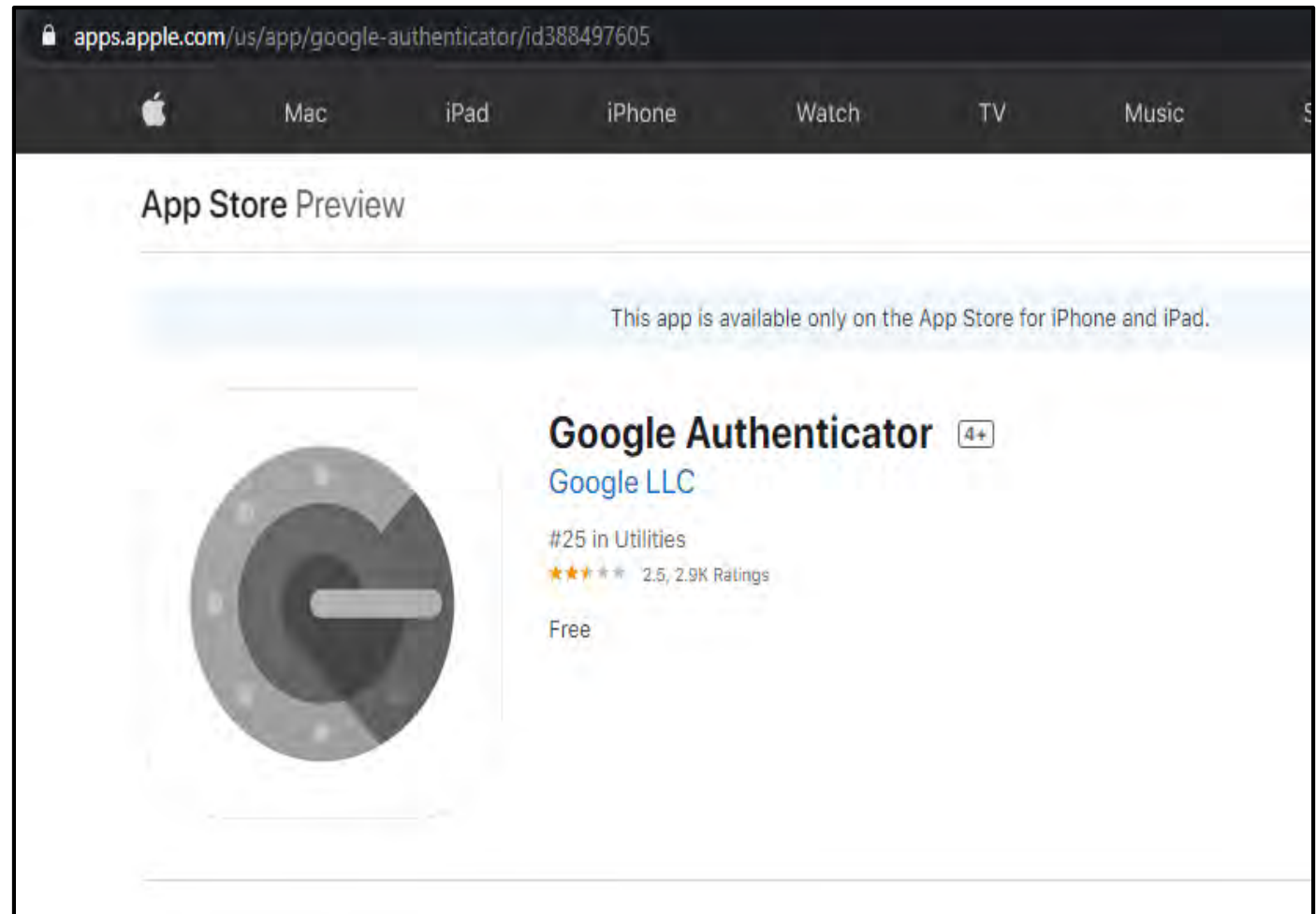
Open Google Authenticator App

Click Add Sign

Click Scan a QR Code
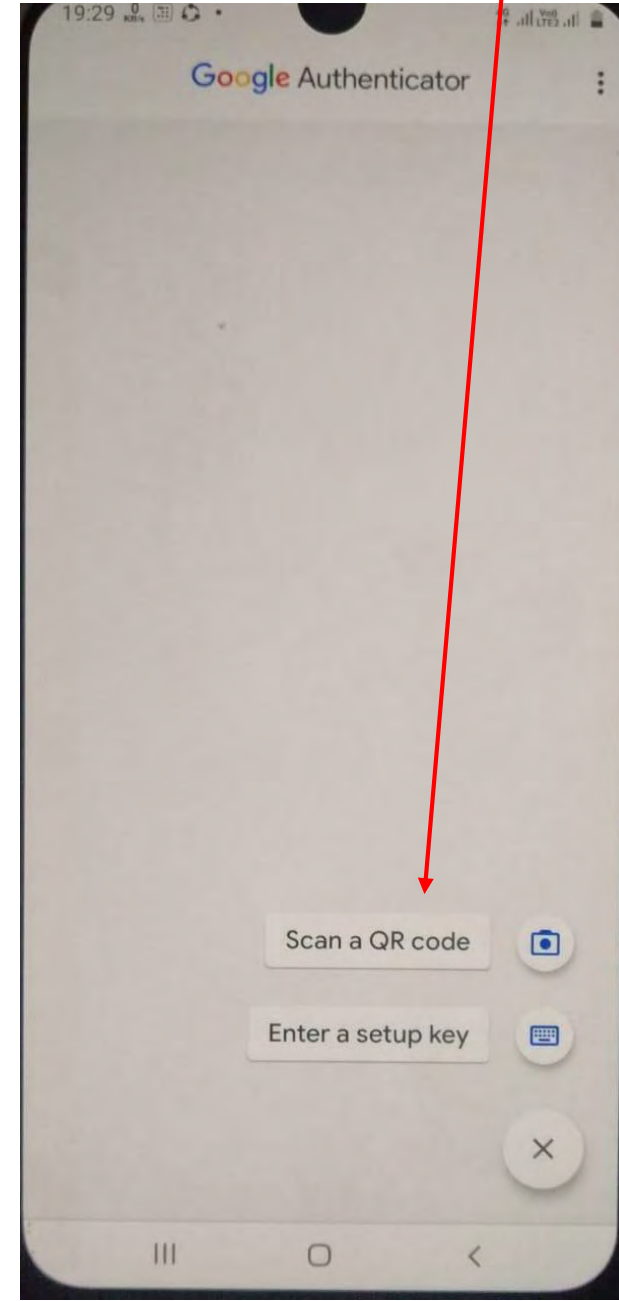
Camera Scanner will appear. Focus the Scanner towards QR code in eMudhra site

Scan a QR code

Enter a setup key

After Scanning QR code, account will be added and time based OTP will appear
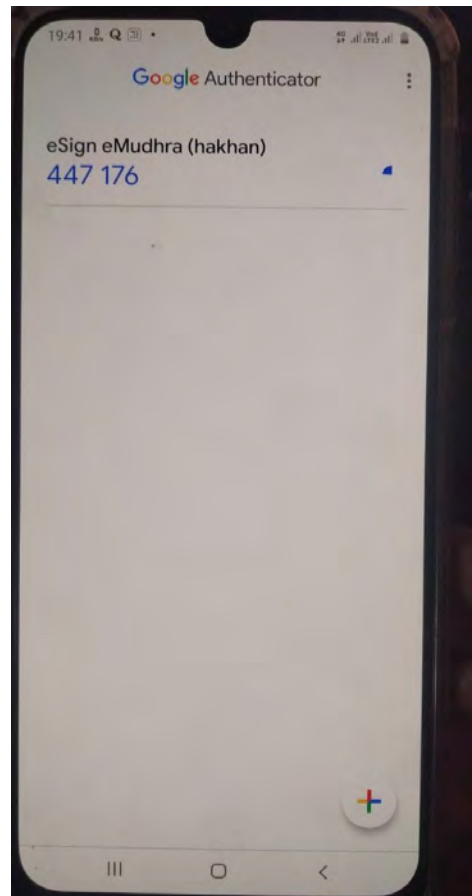
(This code will change every minute)

Google Authenticator

Account added

eSign eMudhra (hakhan)

473 738

When you're asked for a verification code, get it here. The code changes frequently, so no need to memorise it.

ADD ACCOUNT

---

sp

Enable T-OTP

T-OTP Authentication

Steps to enable T-OTP

1. Download the T-OTP Authenticator App(preferably google authenticator) and install the App on your mobile.

2. Scan the QR code with the Authenticator App.

3. App will validate and display the T-OTP.

4. Enter the T-OTP and click on proceed.

Note: Please ensure that your mobile time matches with your time zone.

Scan through your Authentication App

| Enter T-OTP | | **Proceed** |

on Information

Enter the 6 digit code shown in Google Authenticator in the above T-OTP box and click 'Proceed' to confirm addition of account.

Confirmation of account addition will appear

Now, you may authenticate yourself via Google Authenticate app instead of SMS OTP

Click T-OTP and enter the 6 digit code from Google Authenticator app (within 1 minute) for eSign.

Whenever you open Google Authenticator App,
a 6 digit code will appear for 1 minute

How to flatten the PDF

Using Microsoft Print to PDF tool

*By default available in Windows

Flatten means converting all fields of PDF (eg. eSign, Tables, Forms, etc) into image in the PDF file. Incorrect merging of fields may give error sometimes, therefore repairing (flattening) the PDF file is necessary before uploading in DMS.

Flatten the PDF file
(to avoid errors while e-Signing)

1.Open the PDF file in Adobe Acrobat Reader

Flatten the PDF file
(to avoid errors while e-Signing)

1. Click File →

Test Office Note 16-Jul-20201.pdf - Adobe Acrobat Reader DC

File | Edit | View | Sign | Window | Help

Open...		Ctrl+O
Reopen PDFs from last session		
Create PDF		
Save		Ctrl+S
Save As...		Shift+Ctrl+S
Convert to Word, Excel or PowerPoint		
Save as Text...		
Compress File		
Password Protect		
Share File		
Revert		
Close File		Ctrl+W
Properties...		Ctrl+D
Print...		Ctrl+P

2. Click Print →

1 F:\...\Test Office Note 16-Jul-20201.pdf
2 C:\...\CRL wc note merged for DMS(4) (1).pdf
3 F:...\OFFICE NOTE Addit...th COMPLIANCES.pdf
4 C:\Users\acer\Desktop\...\CE DIST.pdf
5 F:\...\ON_Additional_Inf...3_07_2020_1737.pdf

View All Recent Files...

Exit Application   Ctrl+Q

/ 5   119%

CKET SHEET

. Approval for Test Office   Section Ref. no.: CGM/IT/ [INITIATOR]
Note Approval for Test
ffice Note. Approval for   Date:
est Office. Note Approval

M SENT   REMARKS

thority 1

Flatten the PDF file
(to avoid errors while e-Signing)

1. Select Printer →

2. Select Microsoft Print to PDF →

3. Click Print →

Test Office Note 16-Jul-20201.pdf - Adobe Acrobat Reader DC

File   Edit   View   Sign   Window   Help

Home   Tools   Test Office Note 16...   ✕

Print

Printer: | Adobe PDF | ▼ | Properties   Advanced

- Adobe PDF
- Fax
- **Microsoft Print to PDF**
- Microsoft XPS Document Writer
- OneNote for Windows 10
- Send To OneNote 16

Copies: ☐ Print in grayscale (black and white)   ☐ Save ink/toner ⓘ

Pages t...   ◉ All   ▸ More Options

Scale: 100%
8.27 x 11.69 Inches

Sub: Approval for Te
Note. Approval for
Office Note. Appro
Test Office Note. A
for Test Office Note

Page Sizing & Handling ⓘ

| Size | Poster | Multiple | Booklet |

○ Fit   ○ Actual size
◉ Shrink oversized pages   ○ Custom Scale: [100] %
☐ Choose paper source by PDF page size

Orientation:
◉ Auto   ○ Portrait   ○ Landscape

Comments & Forms
Document and Markups   ▼   Summarize Comments

DATE

Page 1 of 5

Page Setup...   Print   C...

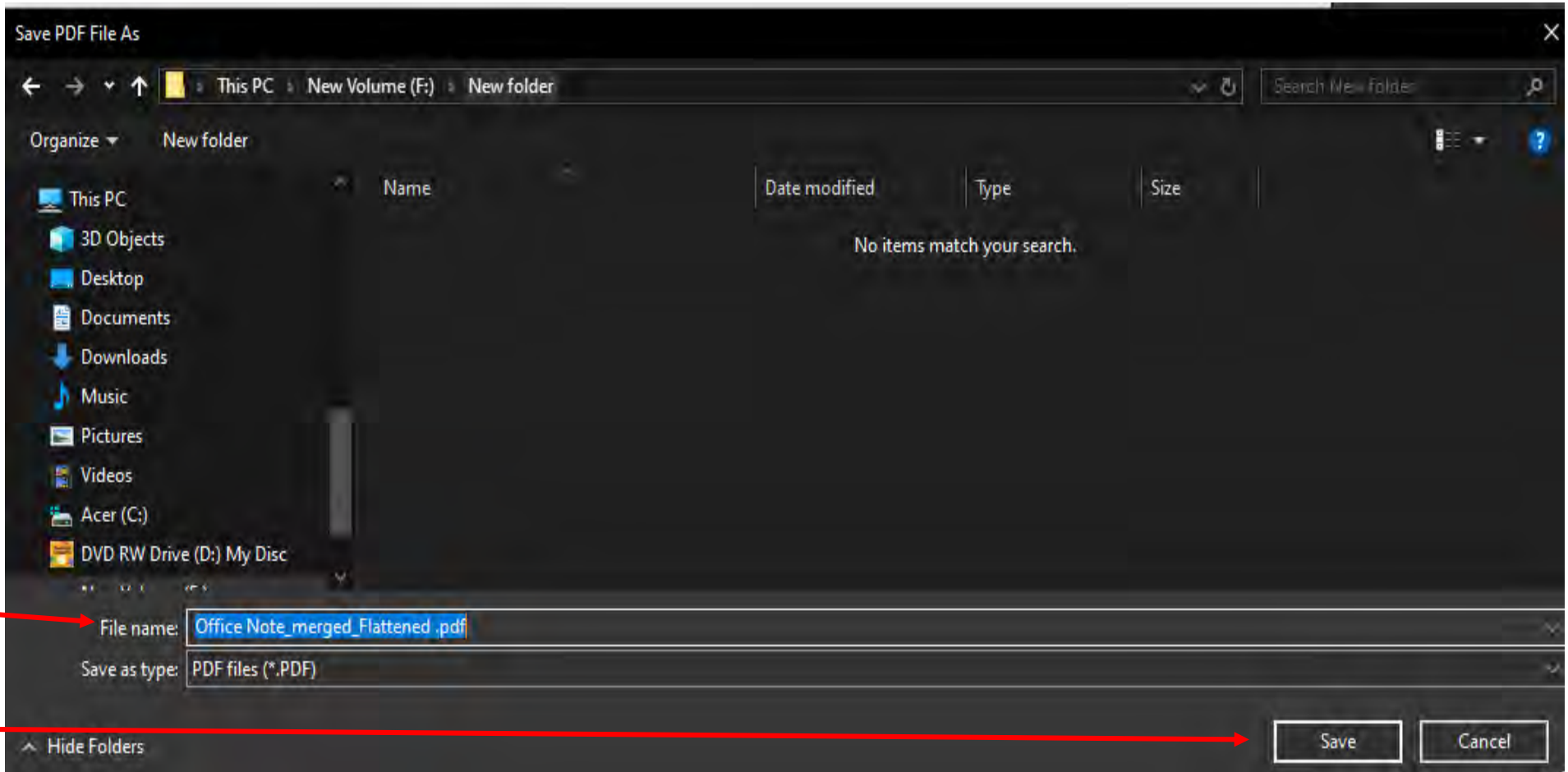
If Microsoft Print to PDF is unavailable (Older version of Windows) or deleted, you may use CutePDF as printer. Click here to install CutePDF.

Flatten the PDF file
(to avoid errors while e-Signing)

File Saving dialog box will appear

Save PDF File As

← → ∨ ↑ | This PC › New Volume (F:) › New folder | ∨ Ꮻ | Search New folder 🔎

Organize ▼   New folder

Name	Date modified	Type	Size
	No items match your search.		

This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Acer (C:)
- DVD RW Drive (D:) My Disc

1. Name the file →

File name: Office Note_merged_Flattened .pdf

Save as type: PDF files (*.PDF)

2. Save the file →

∧ Hide Folders

Save   Cancel

Upload the newly saved PDF file into DMS

How to Compress the PDF

Using freepdfcompressor tool

*Free Software to be installed in Windows

Compressing file makes it easier to upload /download the PDF files in DMS.
Compressed PDF files also takes less space on DMS server..

Compress the PDF File

1. Visit http://www.freepdfcompressor.com/
2. Download the Free Software in Windows.

You may also use online compression tools www.easepdf.com, www.ilovepdf.com, ww.pdf2go.com , etc. to reduce the size before uploading. But Data Privacy concerns should be first considered before using online tools.

Compress the PDF File

1. Browse Input File to be compressed.

Free PDF Compressor ✕

PDF File
F:\OFFICE_WORKS\Nanded Part 2 (DD-118) Revised Closure Free | Browse

Output File
\Nanded Part 2 (DD-118) Revised Closure Freezing.compressed.pdf | Save As

Settings
- ⦿ Screen - low resolution, screen-view-only quality, 72 dpi images
- ○ eBook - medium resolution, low quality, 150 dpi images
- ○ Printer - high quality, 300 dpi images
- ○ Prepress - high quality, color preserving, 300 dpi images
- ○ Default - a wide variety of uses, possibly larger output file

2. Select proper option as per the PDF file.
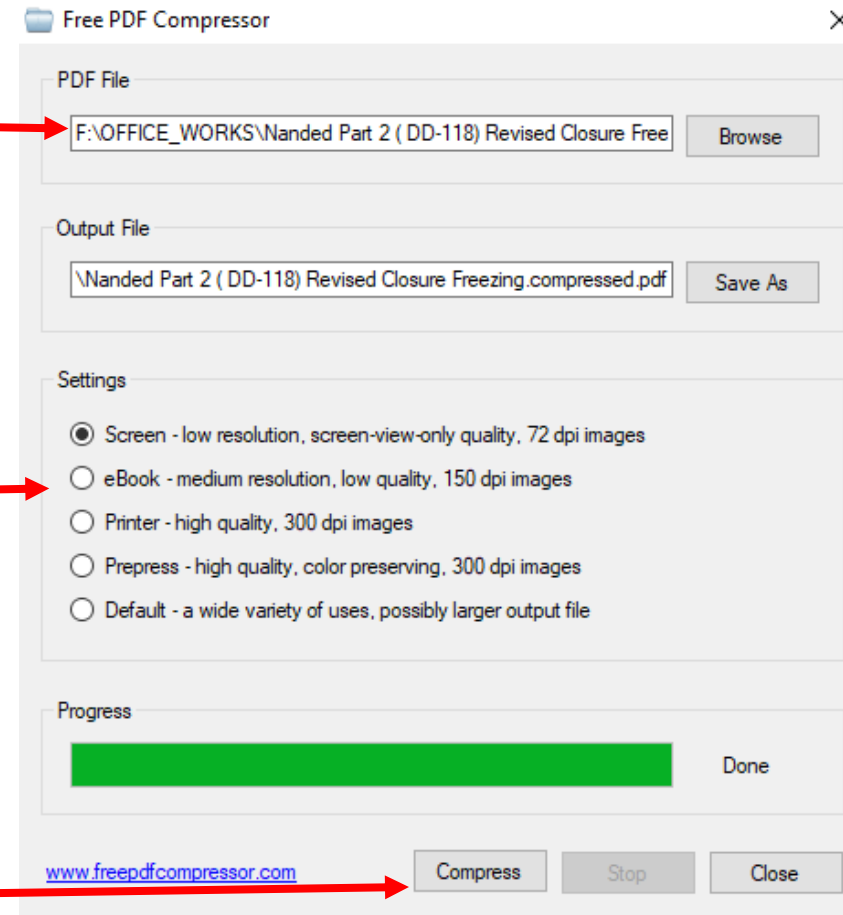
Progress
[green bar] Done

www.freepdfcompressor.com | Compress | Stop | Close

3. Click Compress

You may also use online compression tools www.easepdf.com, www.ilovepdf.com, ww.pdf2go.com , etc. to reduce the size before uploading. But Data Privacy concerns should be first considered before using online tools.

How to add Pre-Page in Office Note for DMS

How to add Pre-Page

Original Office Note

Observations of
Competent Authorities

Compliance

Office Note

Pre-Page

From Pre-Page

MERGE

Original Note
Observations
Compliance

Separator

Attachments
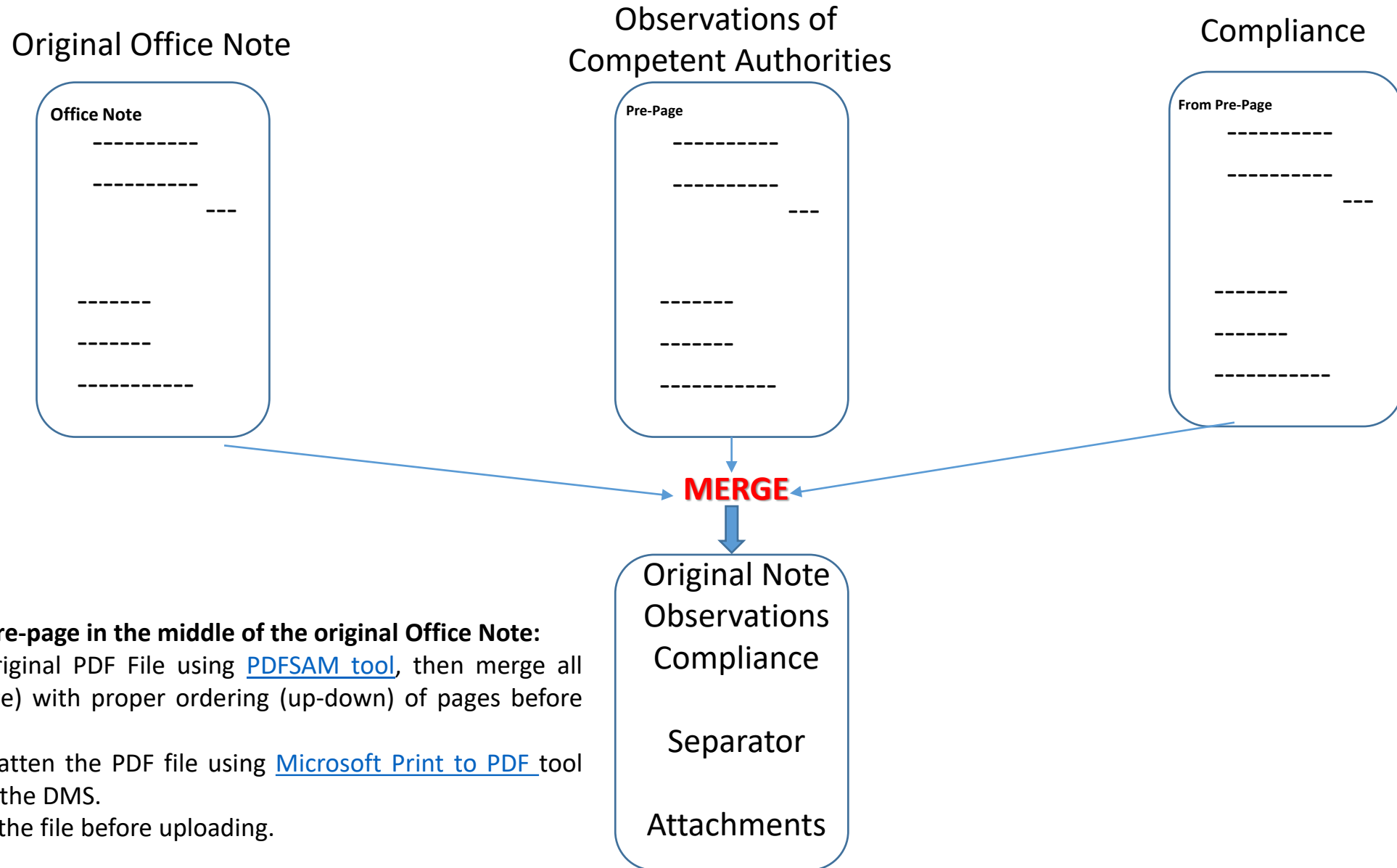
How to insert the pre-page in the middle of the original Office Note:
1. First split the Original PDF File using PDFSAM tool, then merge all pages (incl. Pre-page) with proper ordering (up-down) of pages before merging.
2. After Merging, flatten the PDF file using Microsoft Print to PDF tool before uploading in the DMS.
3. Please Compress the file before uploading.

THANK YOU