



Principal Accountants General
Haryana, Chandigarh



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USING DIGITAL SIGNATURE ON SCANNED pdf FILE

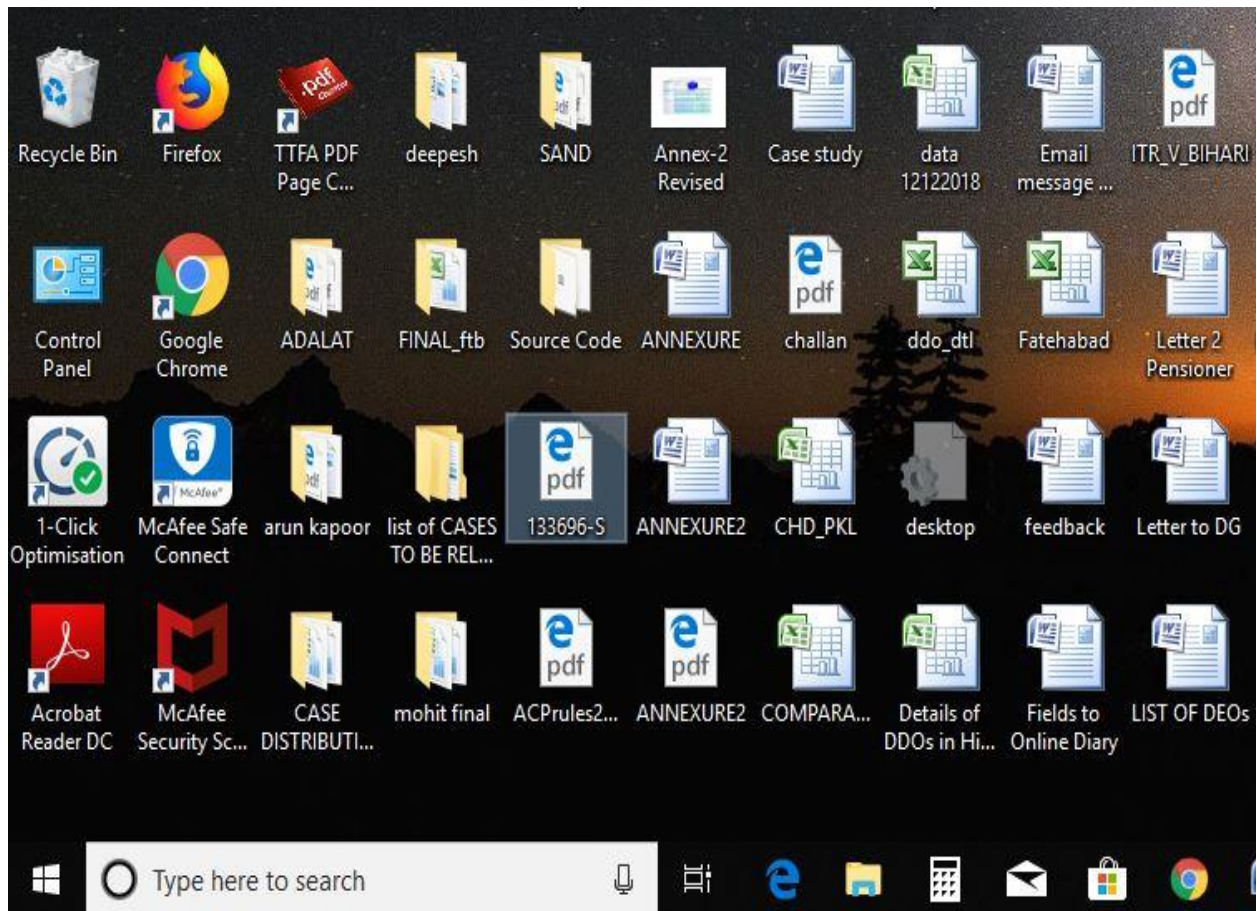
COMPILED BY:

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH

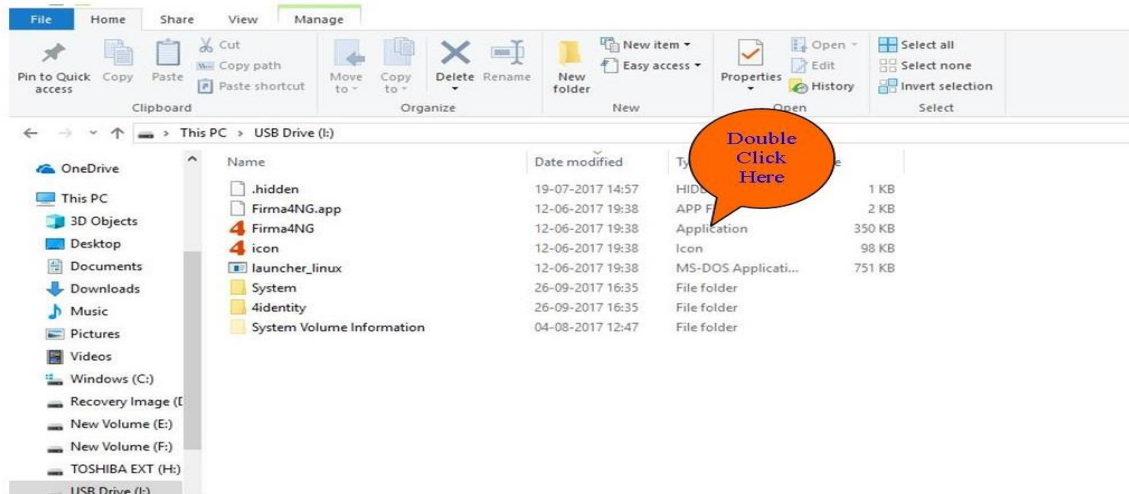
Affixing DSC On pdf File

Using DSC Digital Signature Certificate comes in a USB dongle which is issued to all the DDOs in Haryana State. For online submission of pension revision case, DDOs has to attach his/her digital signature on the Annexure-2 / Annexure-3 (as the case may be)

Step-1 Scan the Annexure-2/Annexure-3 of all the cases, you want to submit online to the office of the Principal Accountant General (A&E) Haryana, Chandigarh. Save all the scanned files on your computer. It is advisable that scanned file should be renamed according to the PPO number of the pensioner. A screen by screen user manual is prepared for your reference. In this example we will attach the digital signature on Annexure-2 of Sh. Rajinder Partap Chauhan (holder of PPO No. 133696-S/HR. Scanned file has been copied on the desktop and renamed as shown in the image below.



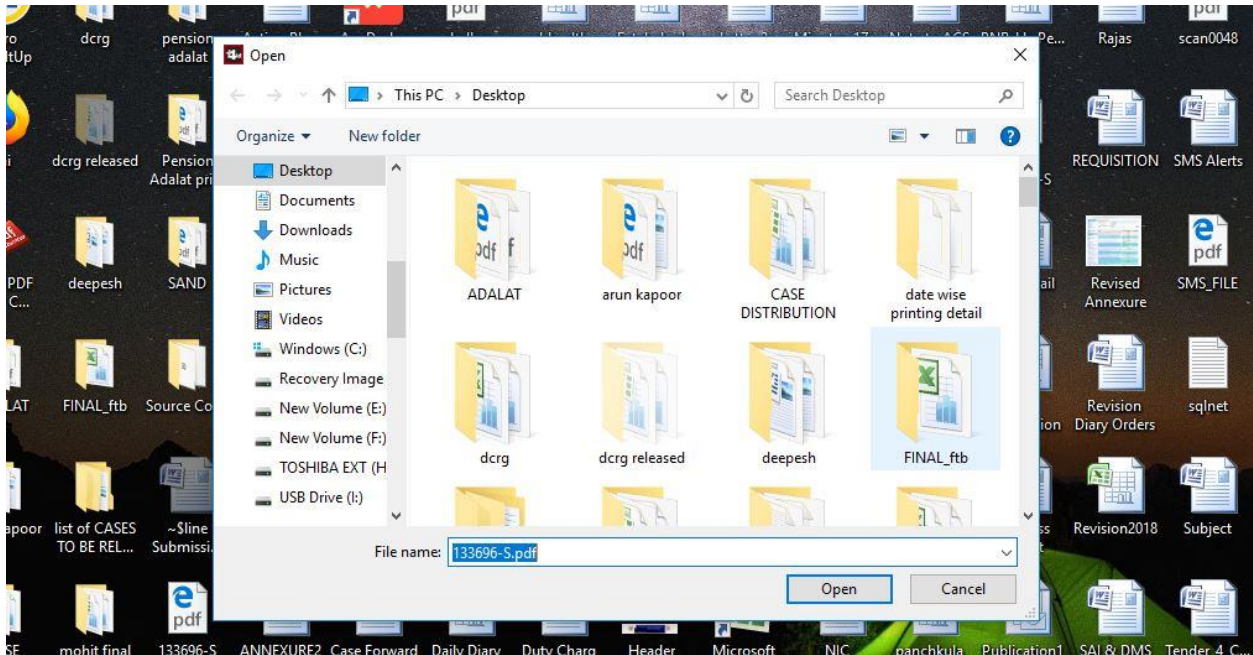
Step-2 Insert the DSC dongle in the USB port provided on your computer. Following screen will appear on your monitor. Here we can see a file name Firma4NG and type of file is application.



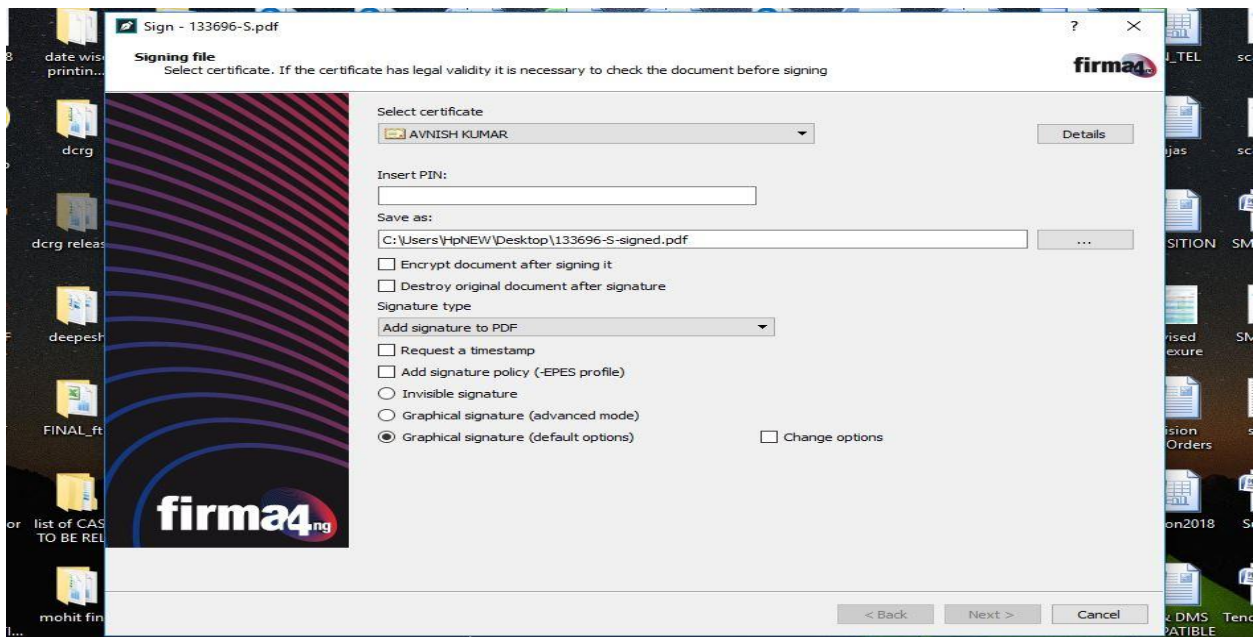
Step-3 Double click the file. Home features of your digital signature application will appear on your monitor as shown below:



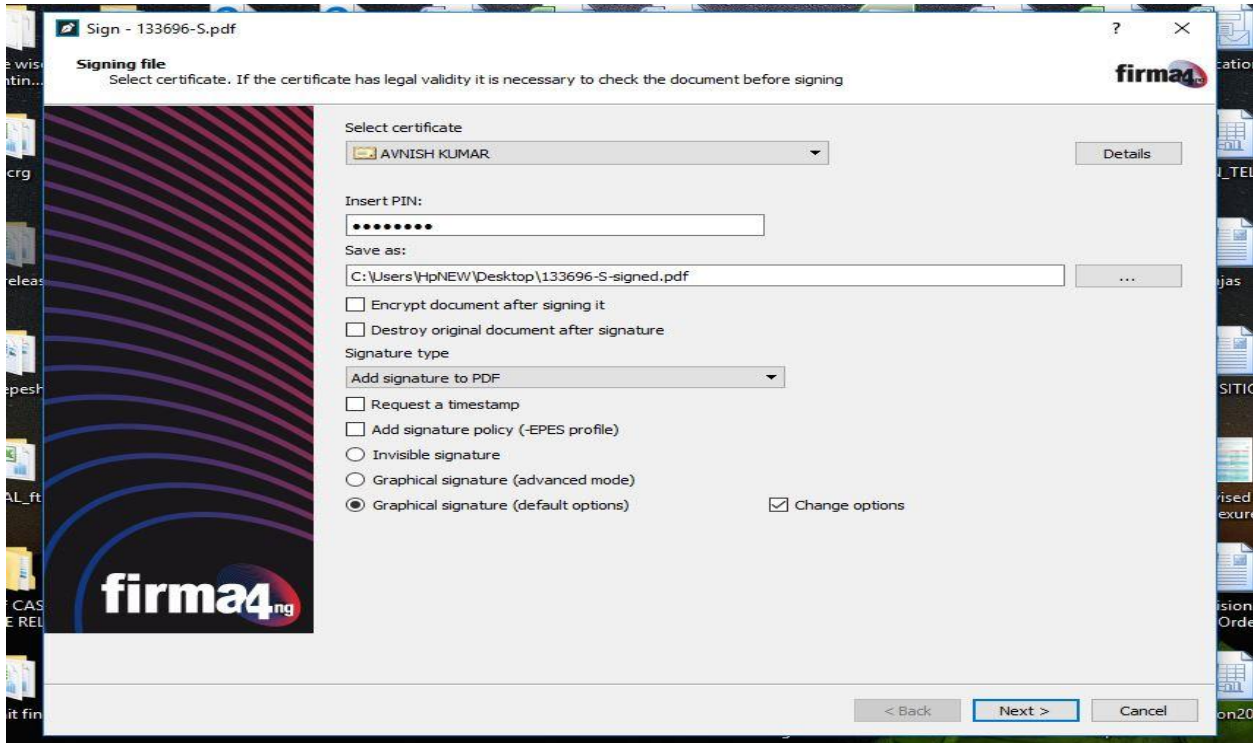
Step-4 Double click the sign icon. Following dialog box will appear. Enter the desired file name. Remember, this is the same file which you copied earlier on your desktop. As shown in the image below:



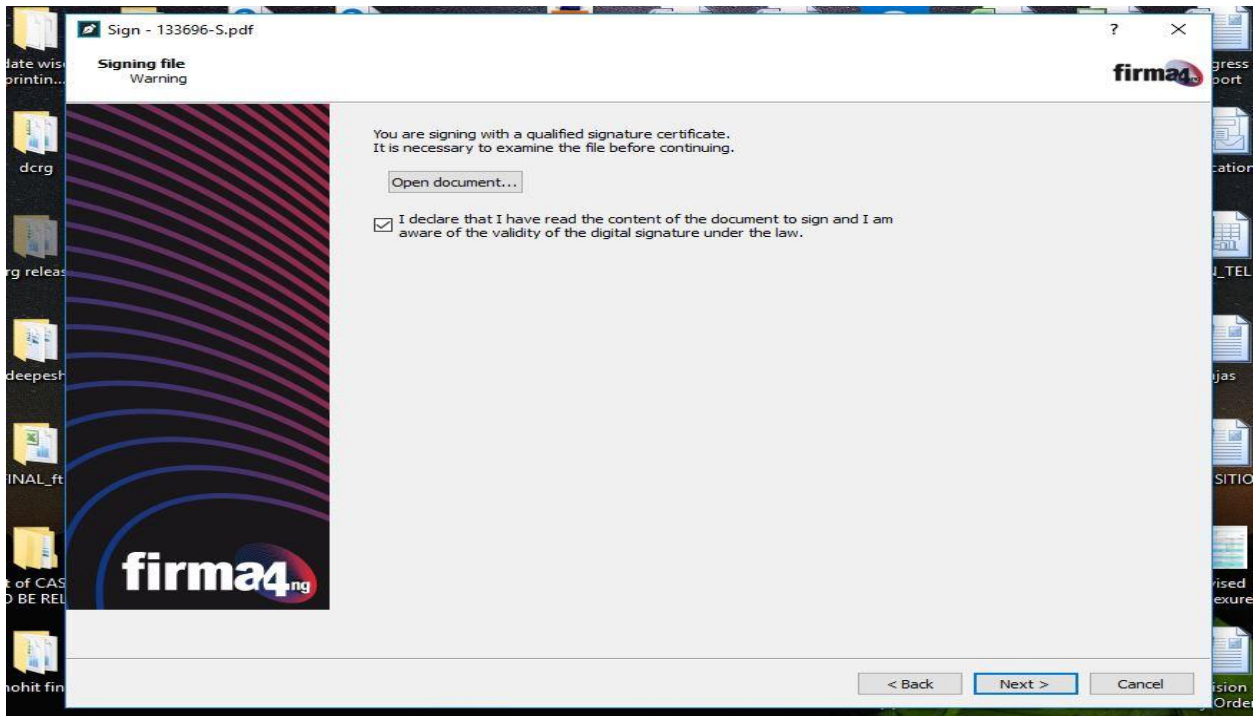
Click open following screen will appear showing the name of the signatory. It will ask for the PIN allotted to the DDOs.



Step-5 Enter the PIN in the column. A check box is also provided on the form with the caption Change Option click this box and now click Next button as shown in the image below:

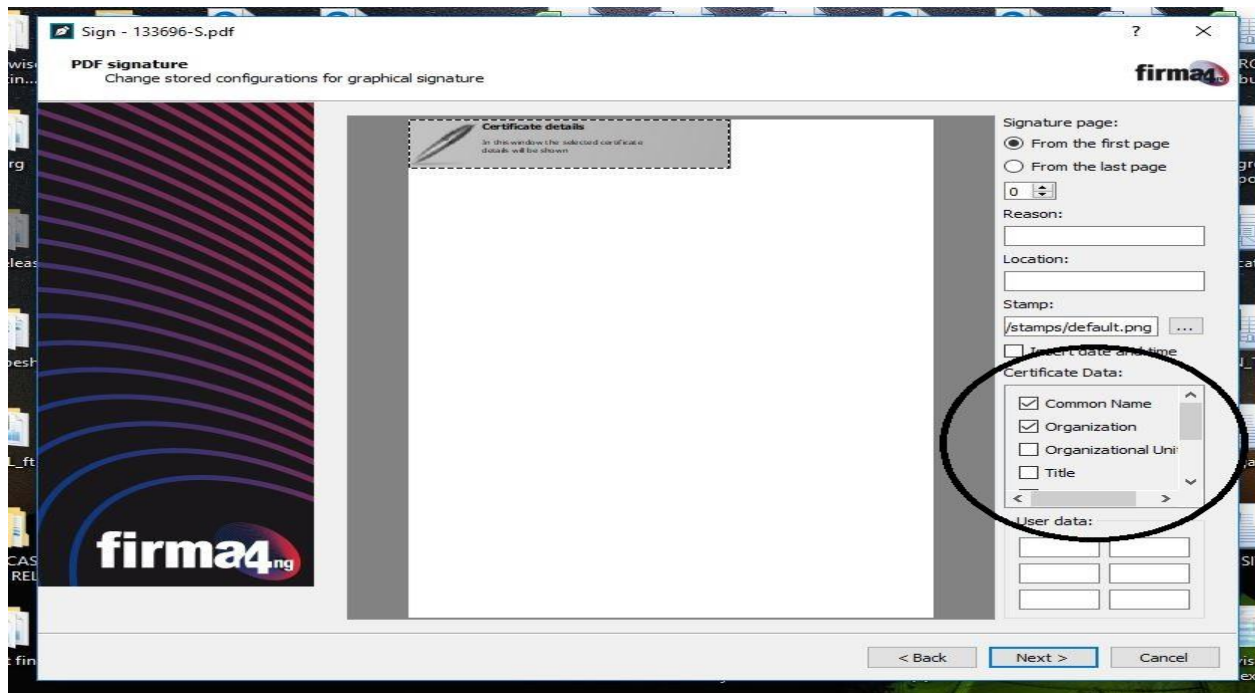


Step-6 Following screen will appear on your monitor. Here you have to click the license agreement checkbox as shown in the image below:



Now click Next button.

Step-7 In the left pane of the next screen, you will find a title Certificate Date. Make sure that only first two options are checked as shown in the image below:



Step-8 Now click Next and your document is digitally signed. A message as per image below will appear as shown below:

