

“eSign Empanelment Guidelines”

Date: 01 May, 2017



Controller of Certifying Authorities

Ministry of Communications and Information Technology

1. About eSign

The IT Act provides for the Controller of Certifying Authorities (CCA) to license and regulate the working of Certifying Authorities. The Certifying Authorities (CAs) issue digital signature certificates for electronic authentication of users.

For creating electronic signatures, the signer is required to obtain a Digital Signature Certificate (DSC) from a Certifying Authority (CA) licensed by the Controller of Certifying Authorities (CCA) under the Information Technology (IT) Act, 2000. Before a CA issues a DSC, the identity and address of the signer must be verified. The private key used for creating the electronic signature is stored in hardware cryptographic token which is secured with a password/pin. This current scheme of in-person physical presence, paper document based identity & address verification and issuance of hardware cryptographic tokens does not scale to a billion people. For offering fully paperless citizen services, mass adoption of digital signature is necessary. A simple to use online service is required to allow everyone to have the ability to digitally sign electronic documents.

eSign facilitates digitally signing a document by an eSign User using an Online Service. eSign is designed for applying Digital Signature based on digitally signed response received from e-KYC service. This is an integrated service which facilitates issuing a Digital Signature Certificate and performing Signing of requested data by eSign user.

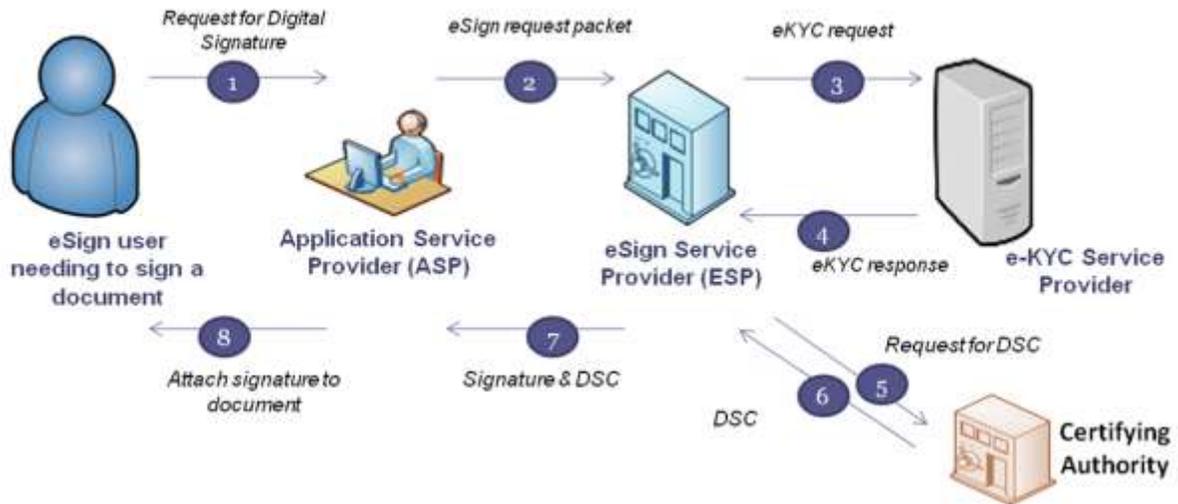


The Government has introduced Electronic Signature or Electronic Authentication Technique and Procedure Rules, 2015 in which the technique known as “e-authentication technique using e-KYC services” has been mentioned for facilitating the eSign Service.

For more information, please visit - <http://www.cca.gov.in/cca/?q=eSign.html>

2. eSign Model

The proposed eSign work flow is as follows:



The office of CCA might make modifications regarding eSign services from time to time. Information about the same will be available at –

<http://www.cca.gov.in/cca/?q=eSign.html>

3. Objective

To facilitate and promote eSign services, Office of CCA empanel eSign service providers who meet the technical criteria as prescribed. The empanelment will enable ASPs to avail eSign services from the list of empanelled eSign service providers (ESPs). The price for eSign services may then be mutually discussed between ASP and eSign service provider.

4. Proposed Services to be provided by empanelled ESP

The proposed scope of services by the empanelled eSign Service Provider (ESP) would be to provide eSign services to ASP as per the model/ flow/ process defined by the office of CCA. It can include the following points listed below:

- Design, implement and provide complete eSign services
- Assist/ integrate the eSign services with ASP's application
- Comply with the CCA guidelines for Certifying Authorities and eSign Service Provider

5. Eligibility Criteria

The agency applying for eSign service provider empanelment should conform to the following criteria:

- Be an existing licensed Certifying Authority (CA) operating under the Information Technology Act, 2000
- Have access to eKYC Service response
- Carry out successful audit of the eSign services proposed to be offered by CA

The agencies applying to be empanelled as eSign Service Provider need to be audited by CCA empanelled auditor, only after which they can be empanelled.

Please refer to the e-Authentication guidelines on the basic audit parameters: - <http://www.cca.gov.in/cca/sites/default/files/files/e-AuthenticationGuidelines.pdf>

The agencies satisfies the eligibility criteria as mentioned in this document, will be empanelled subject to satisfying the necessary requirements and following due process.

6. Duration of Empanelment

The interested agencies which send in their applications and satisfy all the criteria as mentioned in this document shall be empanelled for providing eSign services. The empanelment will continue as long as the eligibility criteria are met.

7. Submission of the Application

The application shall be submitted in a single sealed envelope, marked “Technical empanelment of eSign Service Providers” and shall include the documents mentioned in the Annexure 1 & 2 of this document. The envelope shall be addressed to:

**The Controller
Room No. 4005
Office of Controller of Certifying Authorities
Ministry of Communications and Information Technology
Electronics Niketan
6, CGO Complex
New Delhi - 110003**

8. Evaluation of Applications

The applications will be evaluated by the office of CCA as per the criteria mentioned in this document. The applicants will have to go through an audit process by CCA empanelled auditors for evaluation purposes. On successful completion of the audit, whereby the agency satisfies all the necessary requirements, it would be empanelled as an eSign service provider by the CCA.

9. CCA's Right to accept any application and to reject any or all applications

Notwithstanding anything else contained to contrary in this Document, CCA reserves the right to accept or reject any Application or to annul the process fully or partially or modifying the same and to reject all Applications at any time prior to the empanelment, without incurring any liabilities in this regard.

10. Terms and Conditions

- An eSign Service Provider (ESP) may be removed from the list of empaneled agencies on failure to provide service in accordance with the guidelines issued by Controller.

- Office is CCA is only responsible for technically empanelling the ESPs and shall not be responsible for any matters related to the business transactions between ASP and ESP. Any such matter, if arises, shall be dealt by the two parties mutually as per the agreement signed between them.

Annexure – Documents to be sent for making an Application

Annexure 1 – Cover Letter

(To be submitted on the letterhead of the applicant agency)

**The Controller
Office of Controller of Certifying Authorities
Ministry of Communications and Information Technology
Electronics Niketan
6, CGO Complex
New Delhi - 110003**

Subject: Technical empanelment of eSign Service Provider to provide eSign related services to Application Service Providers

Sir/ Ma'am,

We, the undersigned applicant agency, have read and examined in detail the entire subject document in respect for technical empanelment of eSign Service Provider to provide eSign related services to Application Service Providers.

We hereby declare that our application is made in good faith, and the information contained in this application is true and correct to the best of our knowledge and belief. We also declare that the services which we will be providing will be in accordance with the IT Act, Rules, Regulations and guidelines issued by the Office of CCA from time to time.

We understand that our application is binding on us and that you are not bound to accept the application you receive.

Thanking you,

Yours faithfully,

(Signature of applicant agency authorized representative)

Printed Name & Designation

Date:

Place:

Business Address:

Annexure 2 – Basic Details

Interested organizations can send their application in the format as given below:

Organization Name	
Name of Director	
Nature of Business	
Web Address	
Office Address	
Location of Facilities	
Telephone Number(s)	
Fax	
Email	
Authorized Representative	
Date of grant of CA licence	
CA licence valid upto	
I, the undersigned, certify that the information given above is true to the best of my knowledge and belief.	
Date:	
Place:	
Signature of the Authorized Signatory:	