I/37937/2023

കേരള വാട്ടർ അതോറിറ്റി

ജലഭവൻ,

വാട്ടർ അതോറിറ്റി ക്യാംപസ്

വെള്ളയമ്പലം

നമ്പർ. KWA-JB/1/2023-E1   തീയതി: 18-12-2023

സർക്കുലർ

വിഷയം:   കേരള വാട്ടർ അതോറിറ്റി - ഭരണ നിർവ്വഹണം - ഇ ഓഫീസ് സംവിധാനം നടപ്പാക്കുന്ന ഓഫീസുകളിൽ ഡോക്യൂമെന്റുകൾക്ക് **Digital Signature Certificate** ഉപയോഗിച്ച് ഒപ്പുവയ്ക്കുന്നതിന് ആവശ്യമായ നിർദ്ദേശം പുറപ്പെടുവിക്കുന്നു.

കേരള വാട്ടർ അതോറിറ്റിയിലെ ഫയൽ പ്രോസസ്സിംഗ് **e-office** സംവിധാനത്തിലേക്ക് മാറ്റാനുള്ള നടപടികൾ പുരോഗമിച്ചു വരികയാണ്. അതോറിറ്റിയുടെ ഹെഡ് ഓഫീസ്, റീജിയണൽ ചീഫ് എൻജിനീയർ ഓഫീസുകൾ, സർക്കിൾ ഓഫീസുകൾ എന്നിവിടങ്ങളിൽ ഇതിനോടകം ഇ-ഓഫീസ് നടപ്പാക്കിയിട്ടുണ്ട്.

ഡിവിഷൻ സബ് ഡിവിഷൻ സെക്ഷൻ തലങ്ങളിൽ ഈ സാമ്പത്തിക വർഷത്തോടെ ഇ-ഓഫീസ് സംവിധാനം നടപ്പാക്കാനാണ് ഉദ്ദേശിക്കുന്നത്.

ഇ-ഓഫീസിൽ തയ്യാറാക്കുന്ന ഡോക്യൂമെന്റുകൾ അംഗീകാരം നൽകിയശേഷം **Digital Signature Certificate** ഉപയോഗിച്ച് **Sign** ചെയ്ത ശേഷം മാത്രമേ **Dispatch** ചെയ്യാൻ സാധിക്കൂ. അതിനാൽ ഡോക്യൂമെന്റുകൾക്ക് അംഗീകാരം നൽകേണ്ട എല്ലാ ഓഫീസർമാർക്കും **Digital Signature Certificate** ഉണ്ടായിരിക്കണം.

Digital Signature Certificate ഉപയോഗിക്കുന്നതിനായി ഇതോടൊപ്പം ഉൾപ്പെടുത്തിയിട്ടുള്ള ഡോക്യൂമെന്റിൽ പറയും വിധം **SSL Certificate, Browsers (Mozila Fire Fox or Google Chrome)** ന്റെ **settings** -ൽ **Import** ചെയ്യേണ്ടതും, **Digital Signer Service** ആപ്ലിക്കേഷൻ ഫയൽ പ്രോസസ്സ് ചെയ്യുന്ന കമ്പ്യൂട്ടറിൽ ഇൻസ്റ്റാൾ ചെയ്യേണ്ടതുമാണ്.

Digital Signer Service ആപ്ലിക്കേഷൻ അതോറിറ്റിയുടെ ഔദ്യോഗിക വെബ്സൈറ്റിൽ **Organization------>Administration------->e-office implementation----->HELP & ESSENTIALS-----> Digital Signer Service Installer**

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/ **Document** എന്ന ഭാഗത്ത് ലഭ്യമാണ്.

ഫയലുകൾക്ക് അംഗീകാരം നൽകാനായി ഉപയോഗിക്കുന്ന കമ്പ്യൂട്ടർ / ലാപ്ടോപ്പിൽ മേല്പറഞ്ഞ **Settings , Digital Signer Service** ആപ്ലിക്കേഷൻ ഇൻസ്റ്റാൾ ചെയ്തിരിക്കേണ്ടതാണ്.

ഇ-ഓഫീസിൽ അംഗീകാരം നൽകുന്ന ഡോക്യൂമെന്റുകൾ നിർബന്ധമായും **Digital Signature Certificate** ഉപയോഗിച്ച് **Sign** ചെയ്യേണ്ടതാണ്.

Signed by
Bhandari Swagat Ranveerchand Ias
Date: 18-12-2023 16:17:51
മാനേജിംഗ് ഡയറക്ടർ

ഉള്ളടക്കം: **1. SSL Certificate, Mozila Fire Fox or Google Chrome** എന്നിവയിലേക്ക് **Import** ചെയ്യുന്ന വിധം വിവരിക്കുന്ന യുസർ ഗൈഡ്

2. Digital Signer Service ആപ്ലിക്കേഷൻ **Windows , Ubuntu** എന്നിവയിലേക്ക് **Install** ചെയ്യുന്ന വിധം വിവരിക്കുന്ന യുസർ ഗൈഡ്

പകർപ്പ് :1. എല്ലാ ഓഫീസ് മേധാവികൾക്കും

2. ഔദ്യോഗിക വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനായി

Annexure I

Add/Import SSL Certificate to the Browsers

Digital Signer Service runs on https port by using a self-signed certificate, browser may not import certificate automatically to their trusted root certificate store, for this client needs to import the certificates explicitly.

- Download & unzip the Installer file (For windows/ For MAC/ For Ubuntu), go to the "**Pre-Requisites**" folder and locate the **DSC Self sign → eOfficeCA2022.der/eOfficeCA2022.cer (SSL Certificates)**.

Note:

1. If certificate revocation check is not performed, the application will not be able to perform any of the operations (Registration, Authentication, and Signing).

To add/ Import the certificate the steps for browsers are mentioned below:

For Windows

For Mozilla Firefox
To add a self-signed certificate for https in Mozilla Firefox, perform the below actions to import SSL certificate:

- Open Mozilla Firefox browser and Click (≡) icon on Top right Corner and then Click on **Options** (⚙ Options) link as shown in **Fig.A.1.1**:
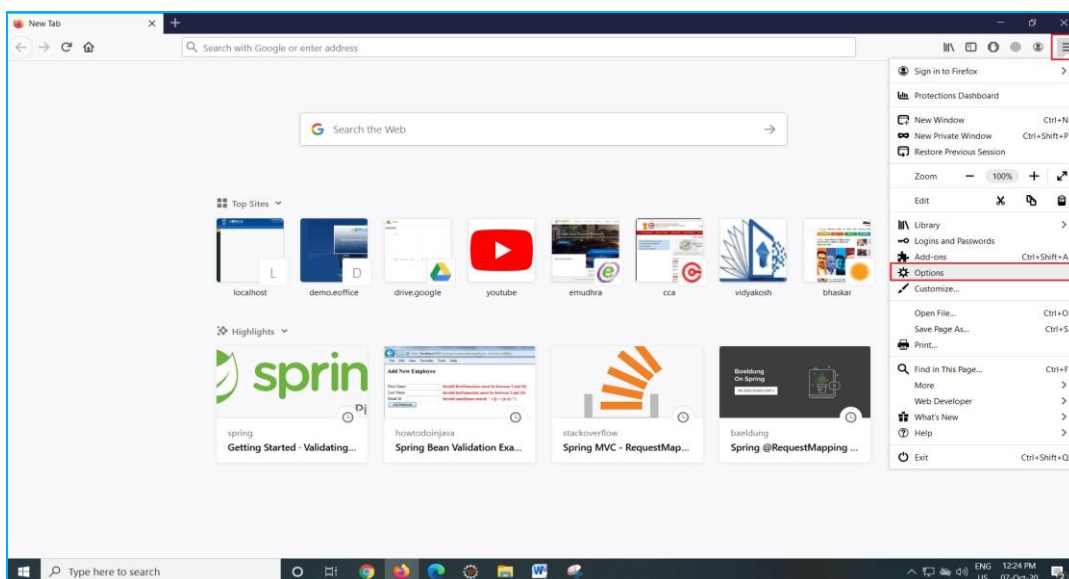
FigA.1.1

- Following window will appear:
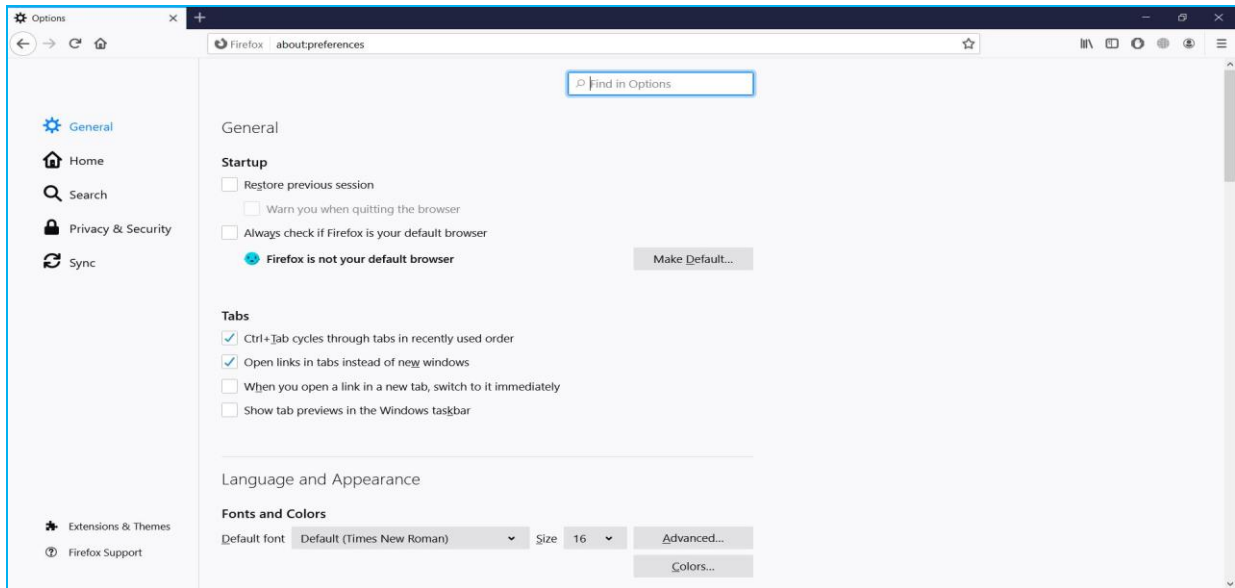
Fig.A.1.2

- Click on **Privacy & Security** (🔒 Privacy & Security) link, scroll down and Click **View Certificates** (View Certificates...)
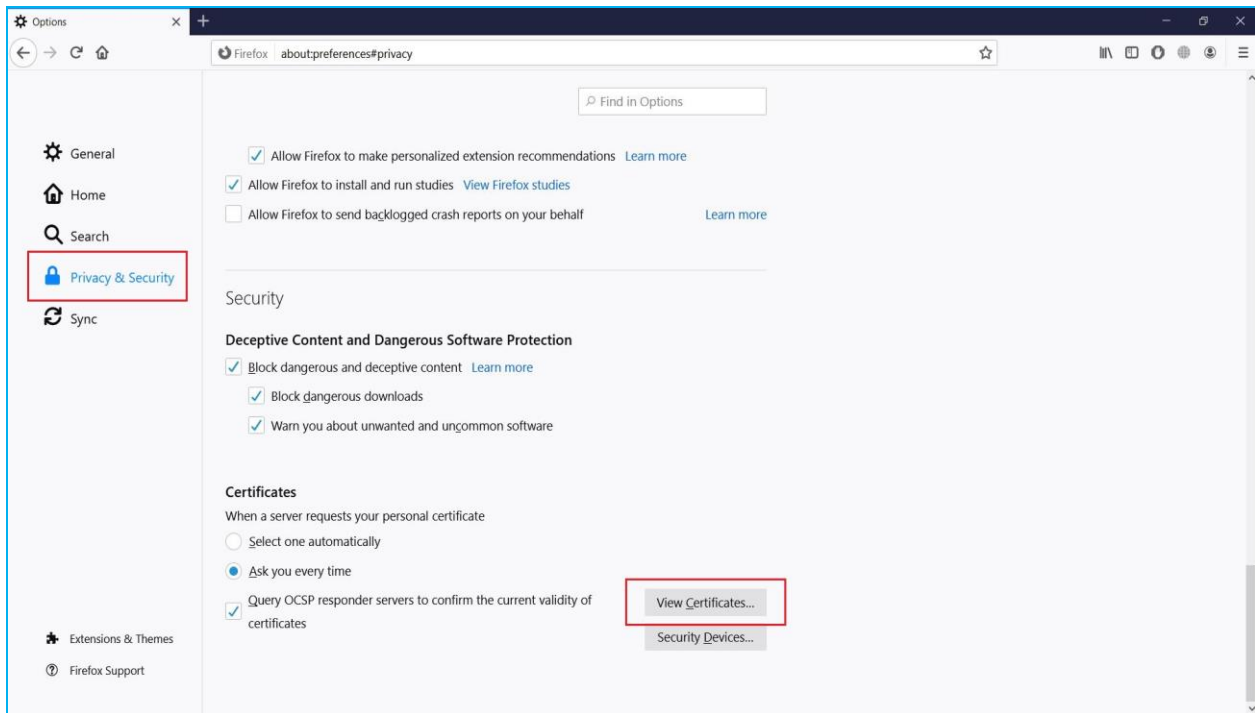 button as shown in **Fig.A.1.3**

Fig.A.1.3

- A **Certificate Manager** window will appear as shown in **Fig.A.1.4:**
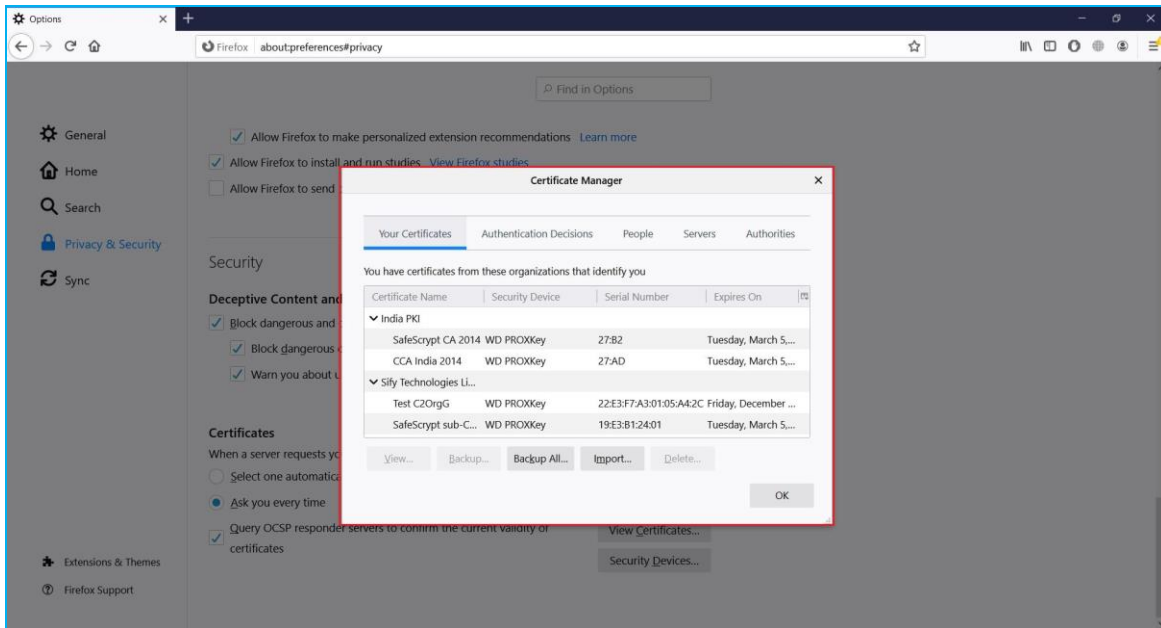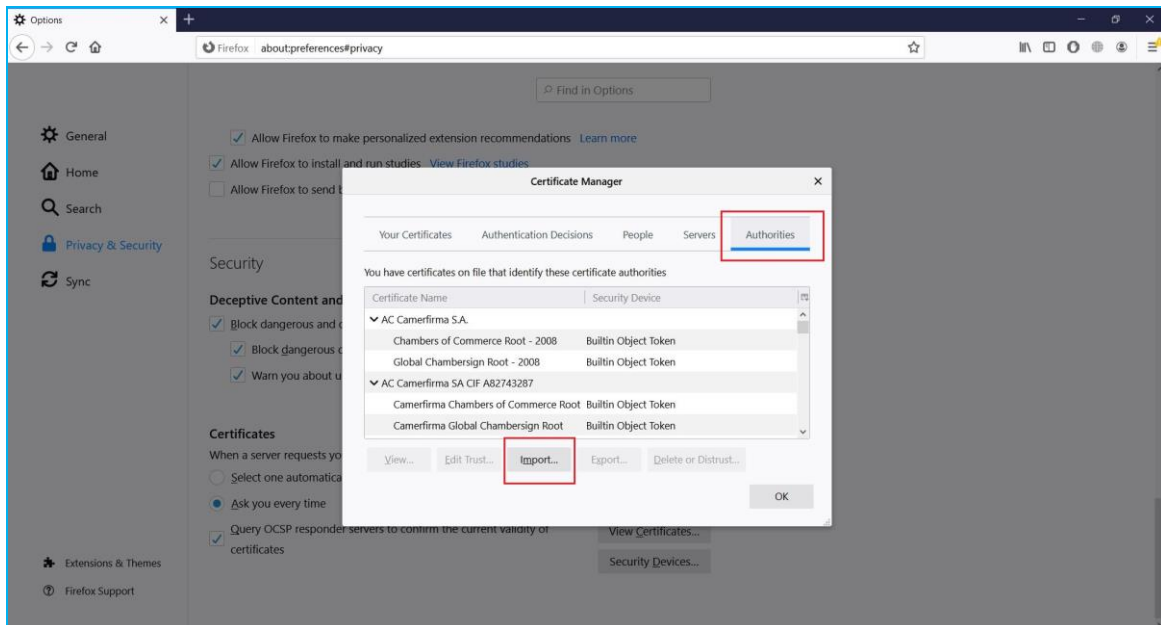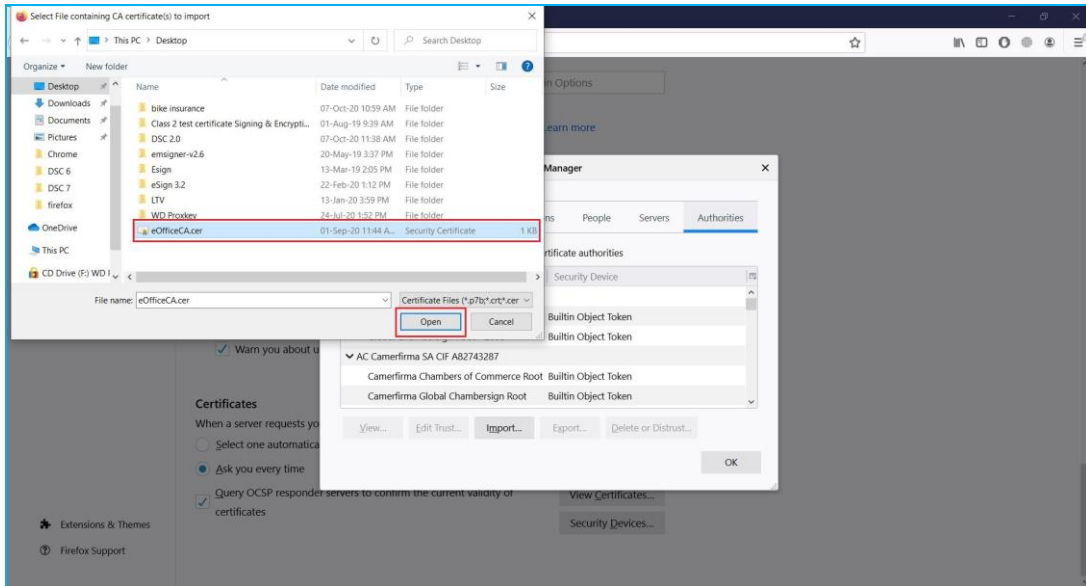

Fig.A.1.4

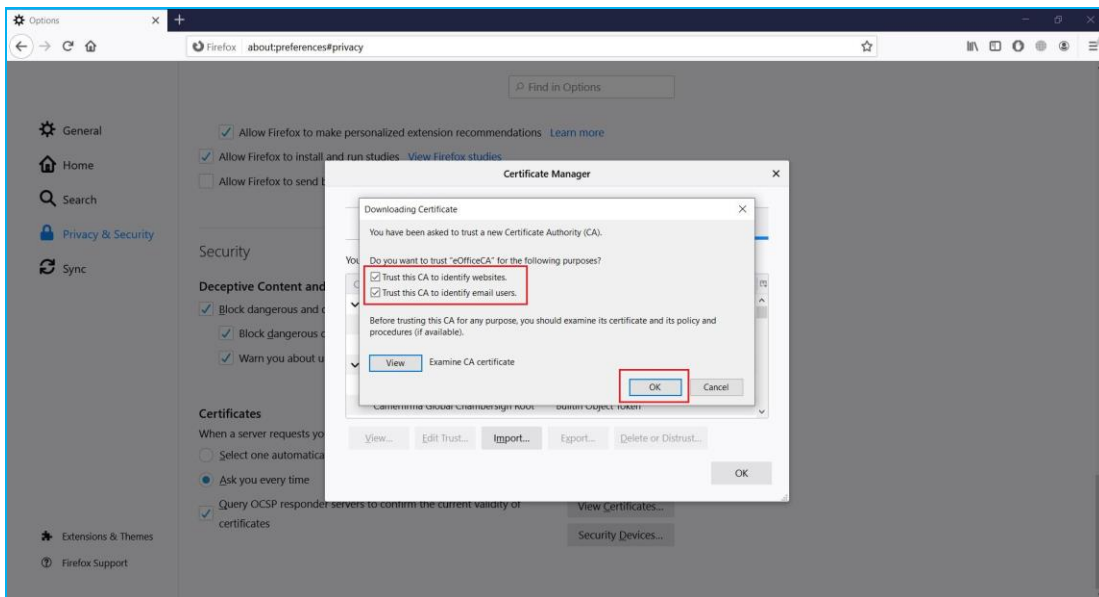- Click on **Authorities** (Authorities) tab and then Click **Import** (Import...) button as shown in **FigA.1.5:**

FigA.1.5

- Select the **Certificate** and Click **Open** (Open) button as shown in **FigA.1.6**:

FigA.1.6

- Check both Checkboxes and click on **Ok** (OK) button as shown in **FigA.1.7**:

FigA.1.7

- This will import eOffice CA certificate to the Authorities store.

For Chrome

To add a self-signed certificate for https in chrome browser, perform the below actions to import SSL certificate:

- Open Google Chrome and click (⋮) icon on top right corner icon and then click on **Settings** (Settings) link as shown in **FigA.1.8**:
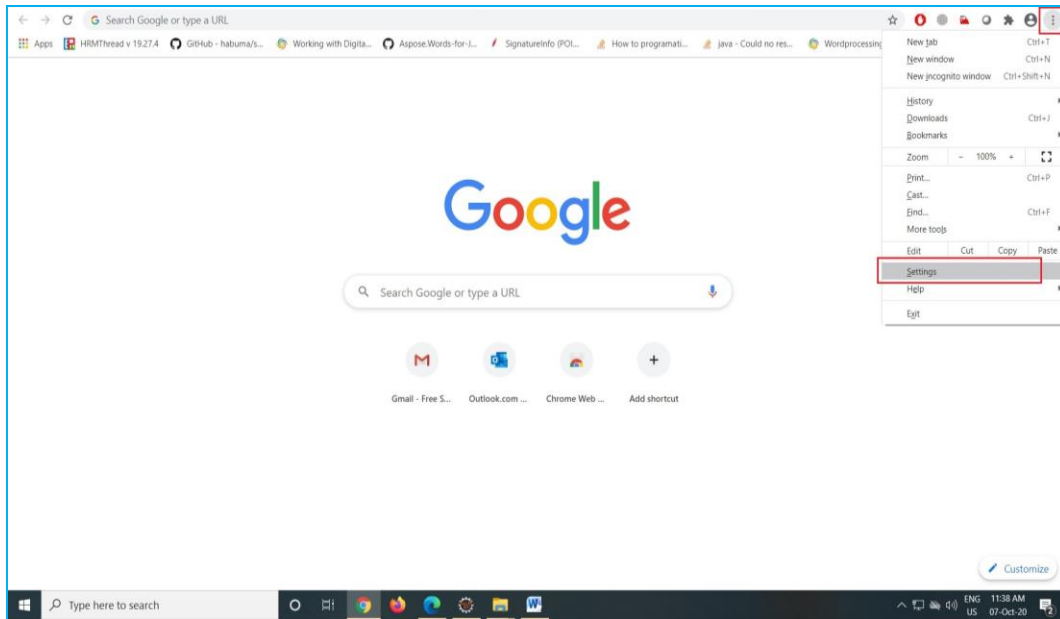
FigA.1.8

- Following window will appear as shown in **FigA.1.9**:
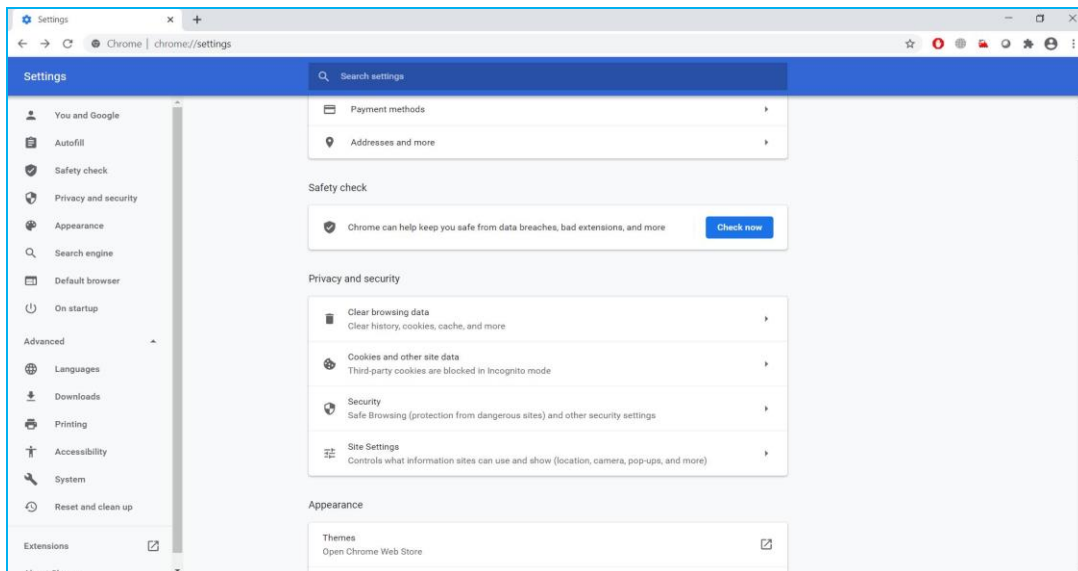
FigA.1.9

- In Left menu, click **Privacy and Security** (Privacy and security) link. Scroll down and click on **Manage certificates**
(Manage certificates
Manage HTTPS/SSL certificates and settings) link as shown in **FigA.1.10**
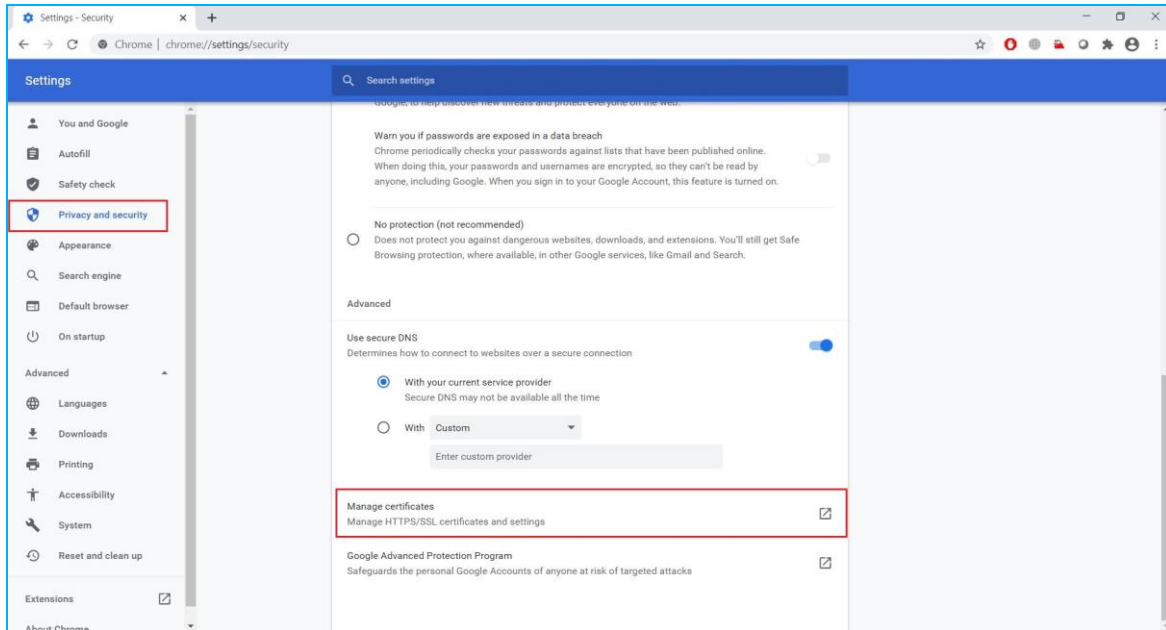
FigA.1.10

- Following Certificates window will appear as shown in **FigA.1.11**:
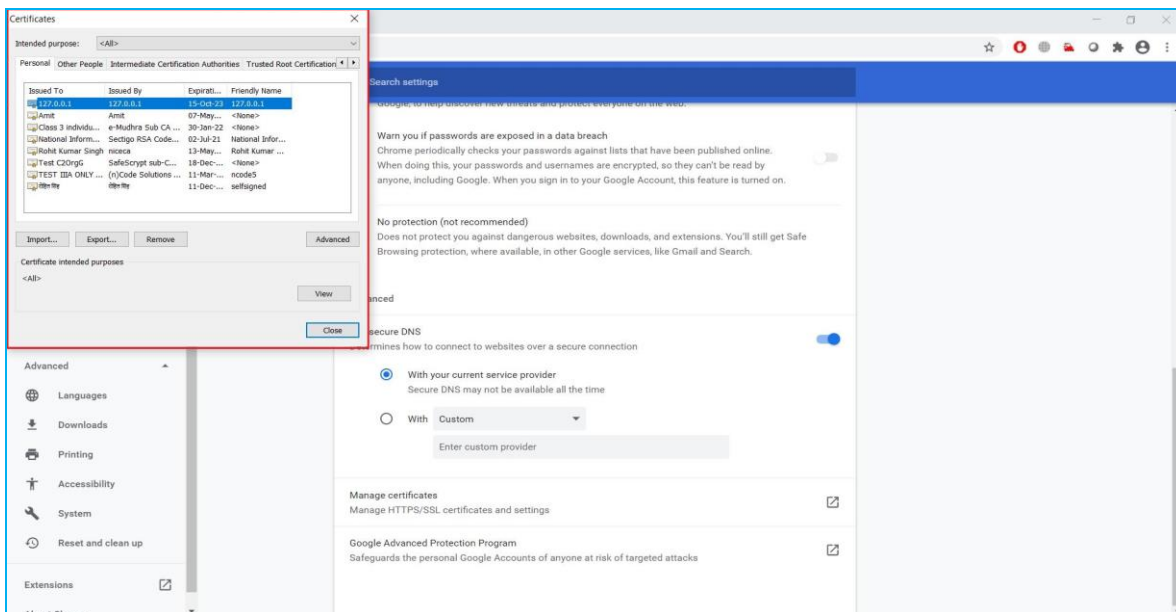
FigA.1.11

- Click **Trusted Root Certification Authorities** (Trusted Root Certification Authorities) tab and click **Import** (Import...) button as shown in **FigA.1.12**.
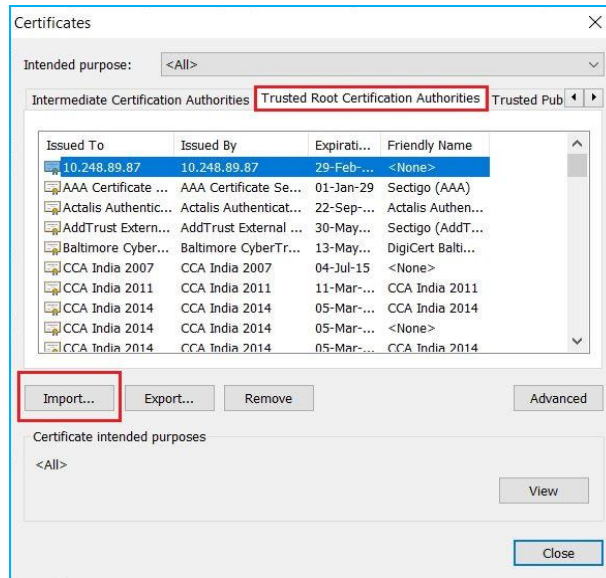
FigA.1.12

- On window that appears, click **Next** (Next) button as shown in **FigA.1.13**:
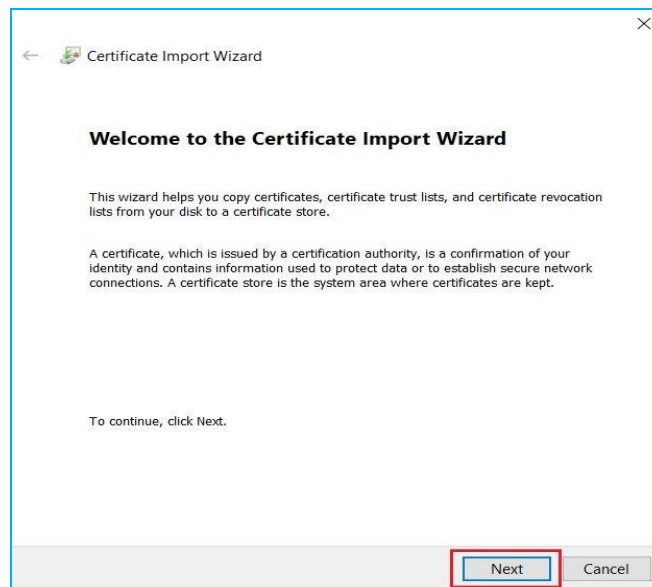
FigA.1.13

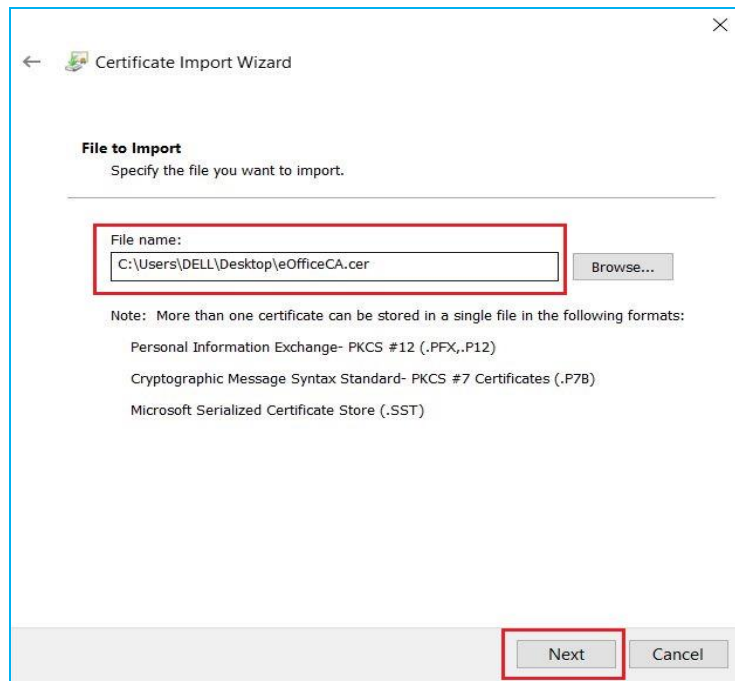- On following window, click **Browse** (Browse...) button as shown in **FigA.1.14**:
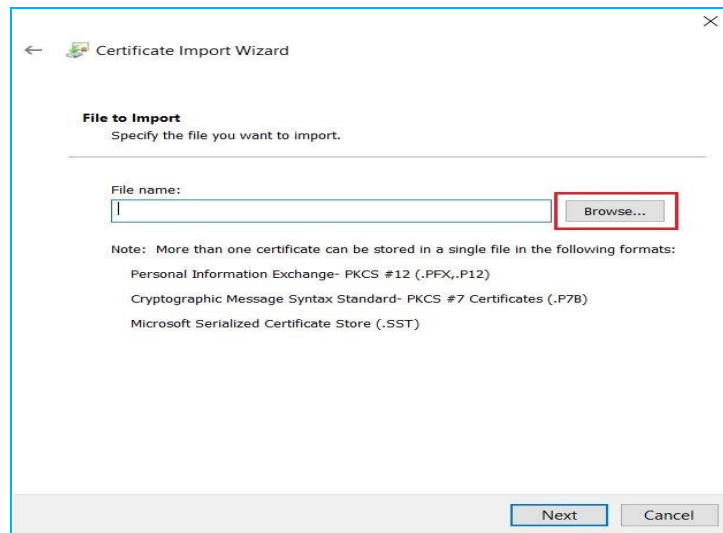
FigA.1.14

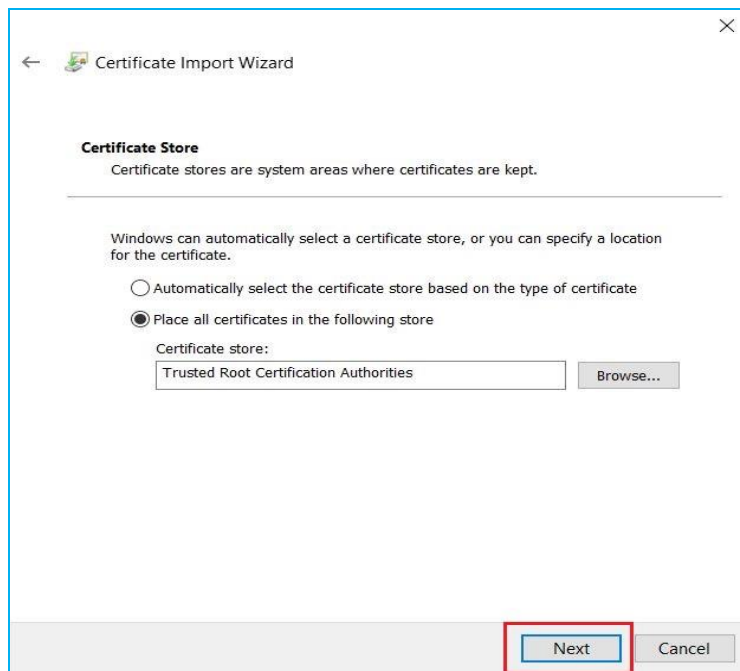- From Dialog window, select the **Certificate** and Click **Open** (Open) button as shown in **FigA.1.15:**
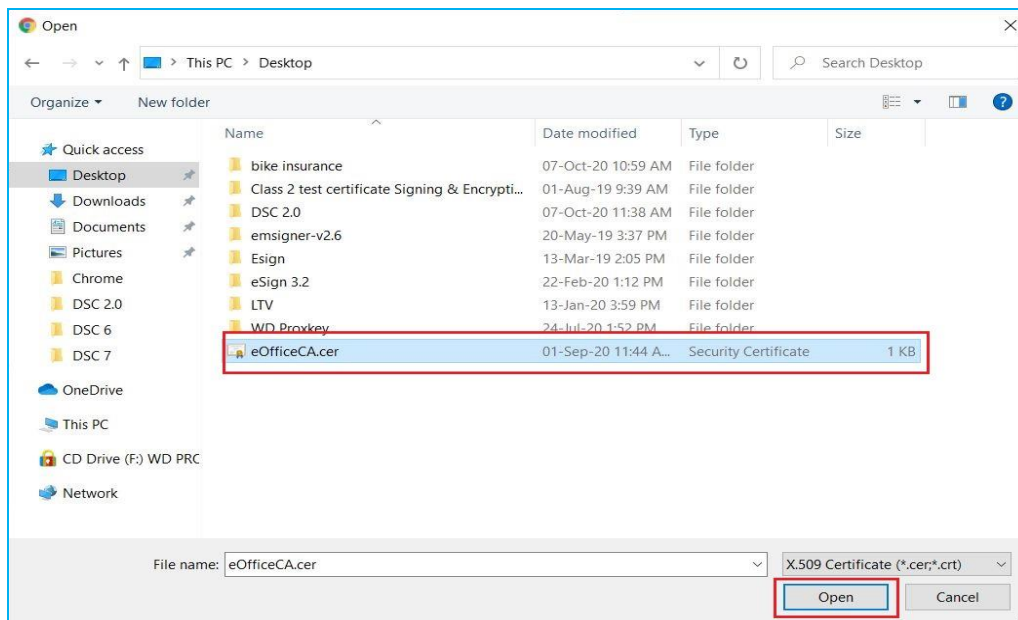
FigA.1.15

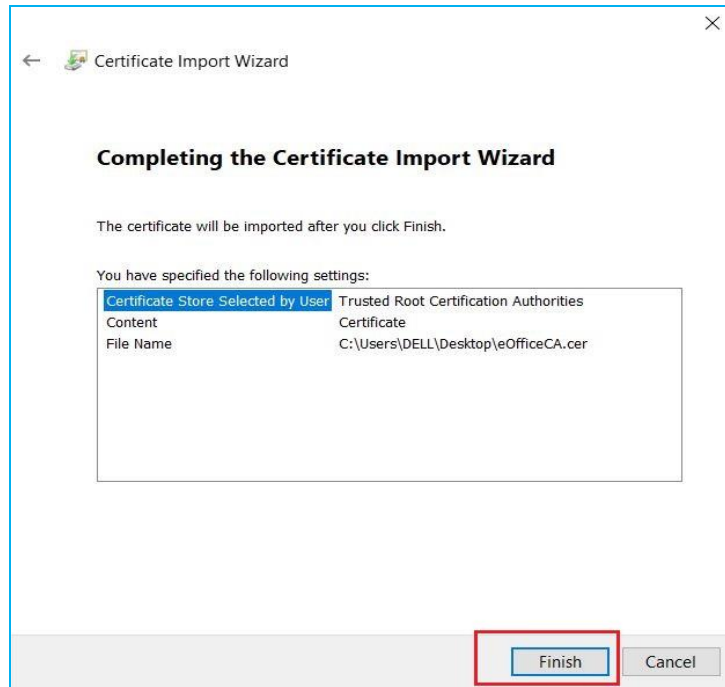- Click the **Next** (Next) button as shown in **FigA.1.16**:

FigA.1.16

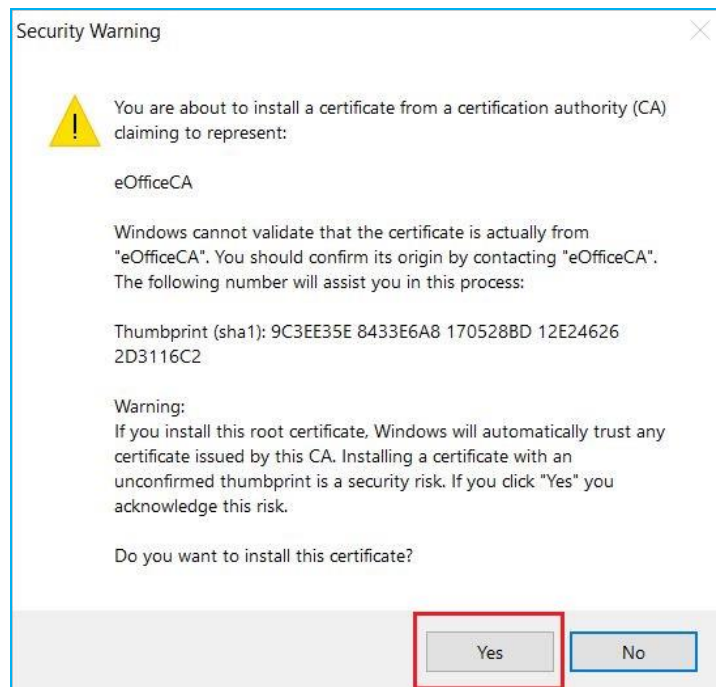- Again click **Next** (Next) button as shown in **FigA.1.17:**

FigA.1.17

- Click on **Finish** (Finish) button as shown in **FigA.1.18**
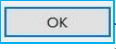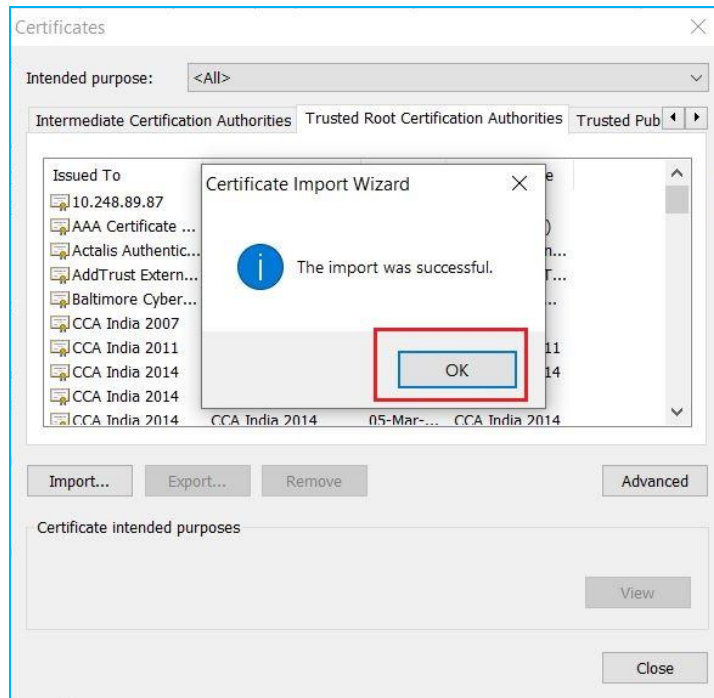

FigA.1.18

- A prompt window will appear, Click **Yes** (Yes) button as shown in **FigA.1.19:**
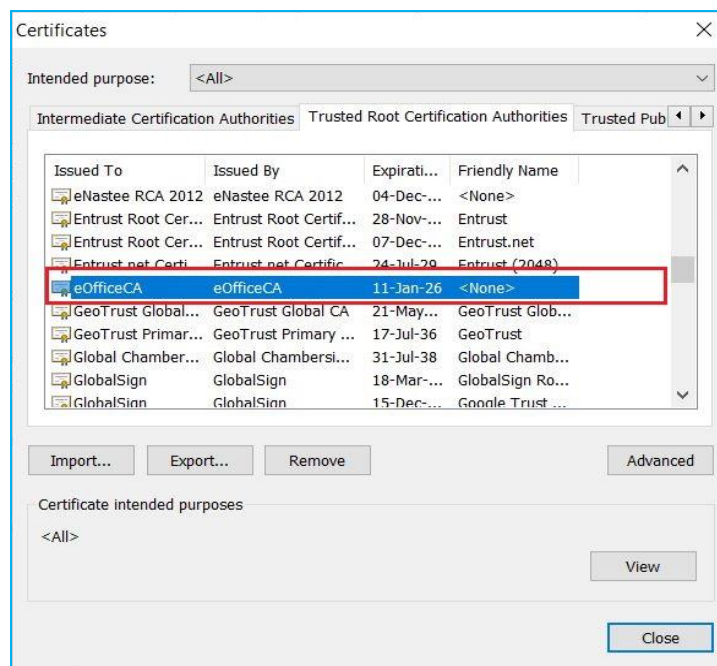

FigA.1.19

- Then Click **Ok** (OK) button in prompt window as shown in **FigA.1.20:**

FigA.1.20

- This will import eOffice CA certificate to Trusted Root Certification Authorities store as shown in **FigA.1.21:**

FigA.1.21

Installation Guidelines for Windows OS

For Bulk User:
Administrator(s) can install the Digital Signer Service in silent mode on multiple systems through windows server.

For Single User:
- Locate and select the **Digital Signer Service 7.0.0_x64.msi** file from the downloaded bundle as per the system configuration **(64 bit respectively)**.
- Double click required **msi** file to start the installation as shown in **Fig.2.3:**

Fig.2.3

- A welcome page appears, click **Next** (Next >)button to continue as shown in **Fig.2.4:**

Fig.2.4

- **End-User License Agreement** window appears, read the agreement. Click **I Accept** radio button and then click **Next** (Next >) button as shown in **Fig.2.5**:
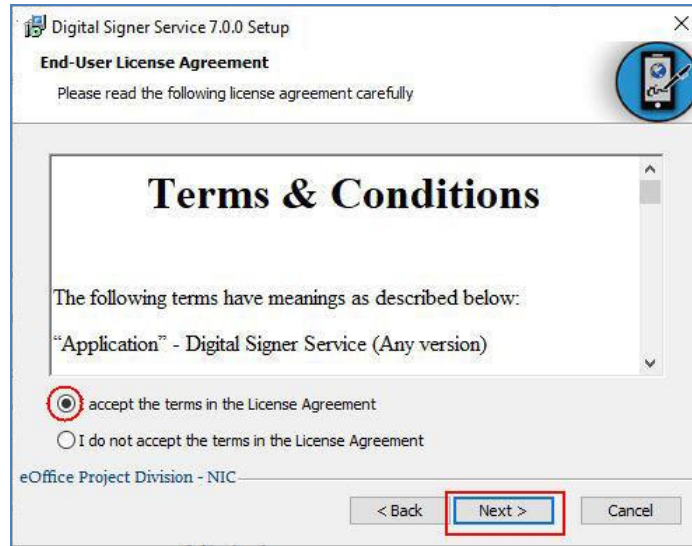

Fig.2.5

- For custom installation, click **Browse (Browse...)** button, select the directory as shown in **Fig.2.6** and click **Next (Next >)** button.

OR

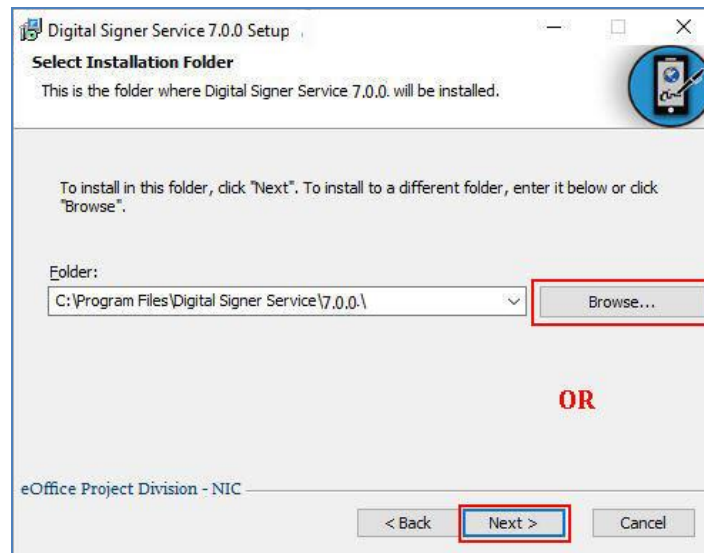- For default installation, click **Next (Next >)** button, as shown in **Fig.2.6:**

Fig.2.6

- **Install SSL Certificate** (for first time installation at clients' machine) screen appears, select **Yes** radio button and then click **Install** (![Install]) button as shown in **Fig.2.7 (a):**
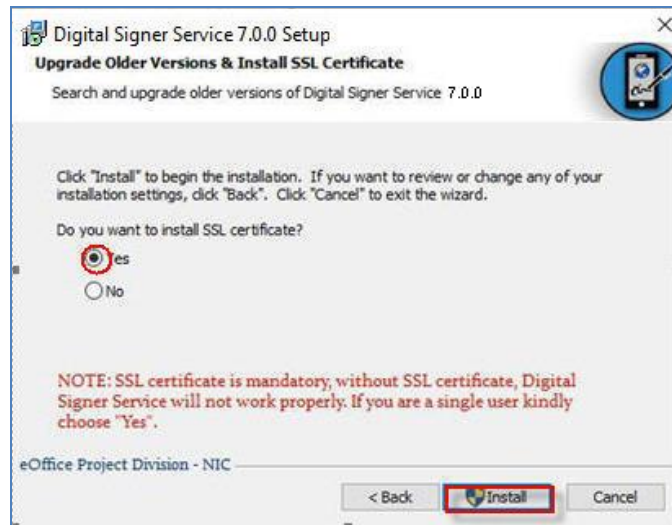

Fig.2.7 (a)

OR

- **Upgrade Older Version & Install SSL Certificate** (previous version exists in clients' machine) window appears asking for **SSL certificate**, now, to remove the older version or for side-by-side installation select the respective option.

- Also, to add **SSL certificate** in Internet Explorer browser, select **Yes** radio button and then click **Install** (![Install]) button as shown in **Fig.2.7 (b):**
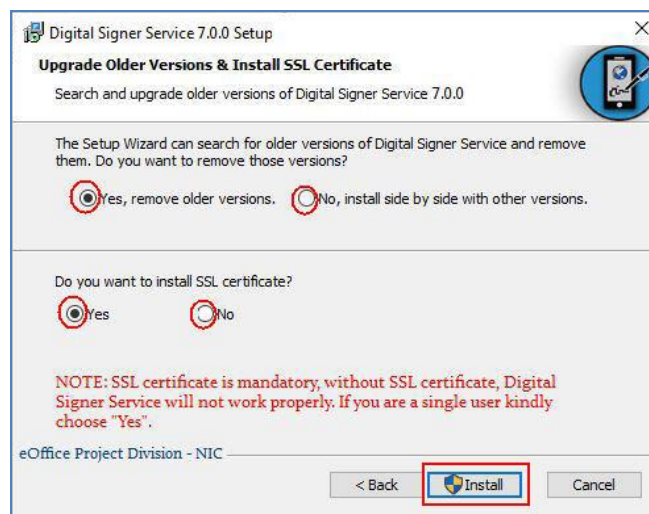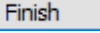

Fig.2.7 (b)

Note:

- **Side by Side installation:** Process will take some moments to complete the installation and click **Finish** (⬚ Finish) button as shown in **Fig.2.8.**

- **Upgrade to new version:** Process will take some moments to uninstall the **Digital Signer Service 6.1.x series** and complete the installation of **Digital Signer Service 7.0.0** and click **Finish (** Finish **)** button as shown in **Fig.2.8**:

Fig.2.8

- This completes the installation of **Digital Signer Service 7.0.0** for Windows user(s).
- A shortcut will be created on the desktop, named **Digital Signer Service 7.0.0**.

- Also, a **Digital Signer Service icon** ( ) will appear in the system tray (in the bottom-right corner of monitor) which indicates that Digital Signer Service is running in the system, as shown in **Fig.2.9:**
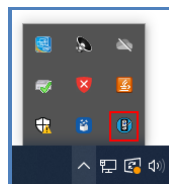

Fig.2.9

- Now, whenever the system is turned on the Digital Signer Service will start automatically.

Steps to manually START/ STOP the Digital Signer Service 7.0.0 are:

- To start the service, double click the desktop icon **"Digital Signer Service 7.0.0"**.

- The service will take a few seconds to start and once it is started it will appear in system tray.

- Right click on the **Digital Signer Service Icon** (   ) from the system tray & select **Open/ Stop** button as per requirement, as shown in **Fig. 2.10**:
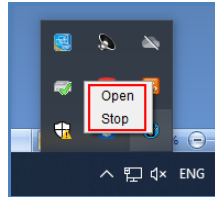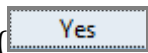

Fig.2.10

- Digital Signer Service application window appears, to stop the service click **Stop Service**(Stop Service) button, as shown in **Fig.2.11**:

Fig.2.11

- **Warning** pop-up window appears, click **Yes** (Yes) button to stop the Digital Signer Service, as shown in **Fig.2.12**:
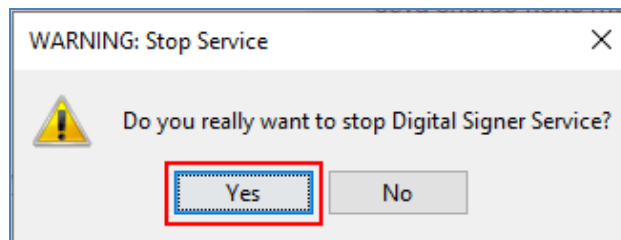

Fig.2.12

- The Digital Signer Service gets stopped and icon will disappear from the system tray.

Change language in Digital Signer Server 7.0.0 (Windows OS)

- To change the language, click ⚙ button as shown in **Fig.2.13:**

Fig.2.13

- Select the language and click **Save** button as shown in **Fig.2.14**:

Fig.2.14

- The Digital Signer Service will appear in the selected language as shown in **Fig.2.15**:

Fig.2.15

Note:

1. To import the SSL certificate refer **Annexure I** (Add/ Import SSL certificate to the Browsers).

Installation Guidelines for Ubuntu OS

- Locate the **Digital_Signer_Service-7.0.0.sh** file from the downloaded bundle (**Digital Signer Service 7.0.0 Ubuntu Installer folder, Fig.4.1**).

Fig.4.1

- Go to the downloaded location of **Digital_Signer_Service-7.0.0.sh** file and open the terminal.

- Run the command "*sudo bash Digital_Signer_Service-7.0.0.sh*" on the terminal for Ubuntu OS.

- Then, provide account password (if required) and press **Enter**.

- In case other process is using port 55103, system will ask user for **YES/NO** as shown in **Fig.4.2**:

- Type '**Y**' for terminating that process and continue installation of Digital Signer Service otherwise type '**N**' for terminating the Digital Signer Service installation.
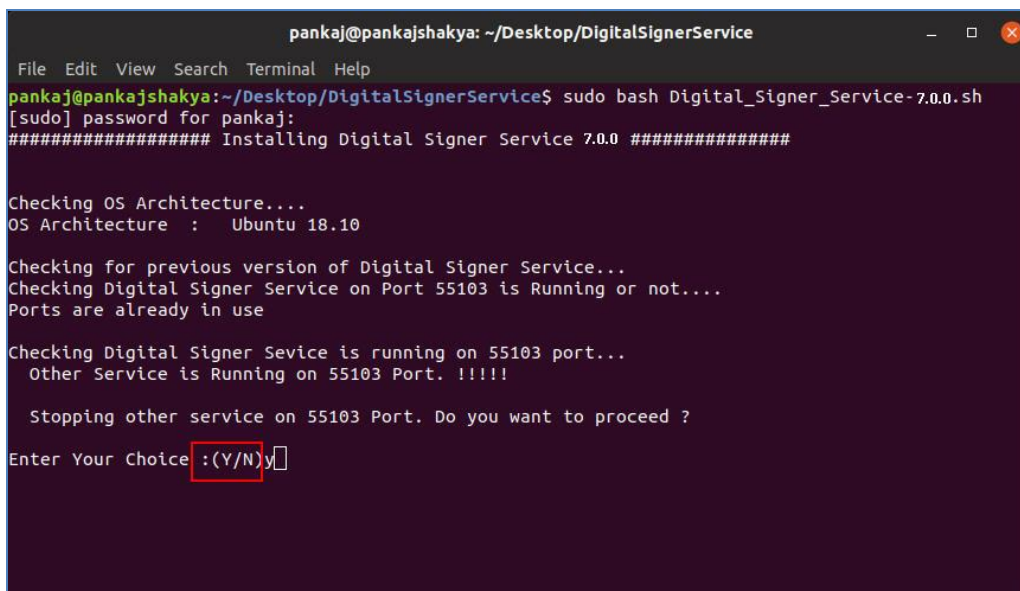

Fig.4.2

- This completes the installation of Digital Signer Service for Ubuntu user(s).

- After successful installation, a message "**Digital Signer Service 7.0.0 installed successfully**" will be displayed as shown in **Fig.4.3:**

Fig.4.3

- Press '**Y**' to restart the system (**Fig.4.3**) or manually reboot the system.

- Restart is mandatory to run Digital Signer Service 7.0.0 effectively.

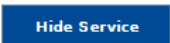**Steps to manually START/ STOP the Digital Signer Service 7.0.0 are:**

- Double click the desktop icon ( ) "**Digital Signer Service 7.0.0**".

- The Digital Signer Service pop-up window appears and the service gets started, as shown in **Fig.4.4:**

Fig.4.4

- Now, click **Hide Service** (Hide Service) or (◤) button to hide the screen.

- To Stop the service, click **Stop Service** (Stop Service) button.

- Warning window appears, click Yes (Yes) button to stop the Digital Signer Service, as shown in **Fig.4.5:**
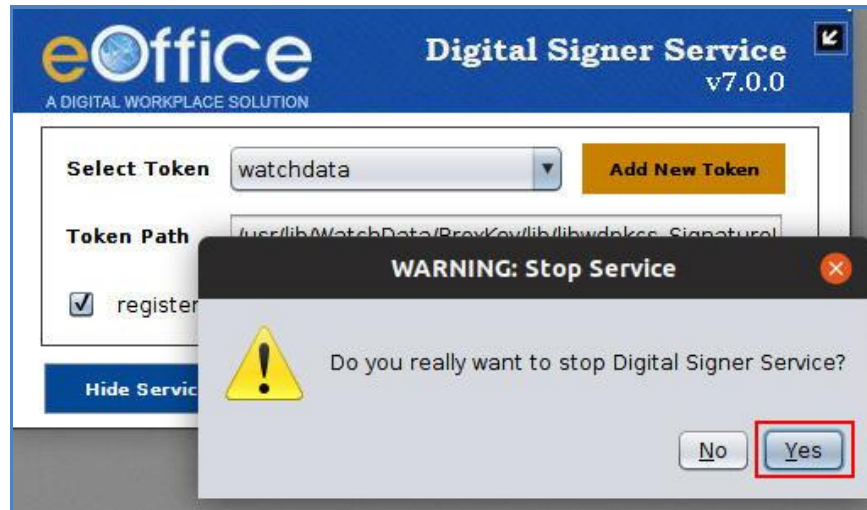

Fig.4.5

- The Digital Signer Service gets stopped.

Note:

1. While using the Digital Signer Service application if a token is plugged-out or not properly plugged-in before signing, then, occasionally user has to manually restart the Digital Signer Service. This issue is tokens specific, so to avoid this ensure that token is properly plugged-in before proceeding for Signing/Authentication/Registration process. For restarting the Digital Signer Service manually, refer Annexure II (Troubleshooting→**Problem 1**).

2. There are many providers for DSC tokens and sometimes issue(s) specific to DSC token hardware may come, for which the respective vendor may be approached.

3. To import the certificate refer **Annexure I** (Add/ Import SSL certificate to the Browsers).

4. Refer to **Annexure IV** for manually identifying the JAVA, OS and Digital Signer Service status details.

Add Token(s) in Digital Signer Service (Ubuntu OS):

This feature allows the user to use a new token which is not listed in the application. For this first, check whether the token is listed in this application or not. If it is listed then just register this token as default token by checking "register as default token" otherwise proceed to follow the steps to add a new token.

Steps to add new token in Digital Signer Service are:

- Open Digital Signer service app and click **Add New Token** () button, as shown in **Fig.4.6:**

Fig.4.6

Note:

Help:Click Seetings () icon for "About and How to add token?" steps.

Fig.4.7

Home (): To go back to Home screen of Digital Signer Service

- Provide Token Name, Token Path and click **Save** ( ) button, as shown in **Fig.4.8:**

Fig.4.8

Note:

1. Token Name & Token Path is mandatory.

2. User can also copy & paste the Token path in the Digital Signer Service (**Fig.4.8**).

3. The token name should be relevant like if a user is adding token of epass then the token name must include "epass" in its name e.g. epass-new, new-epass, etc.
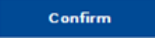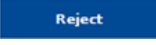
- Login window appears, enter the **Token Pin** number and click **OK** ( ) button as shown in **Fig.4.9:**

Fig.4.9

- The certificate list appears, if valid certificate is displayed, click **Confirm** (Confirm) button, else click **Reject** (Reject) button, as shown in **Fig.4.10:**
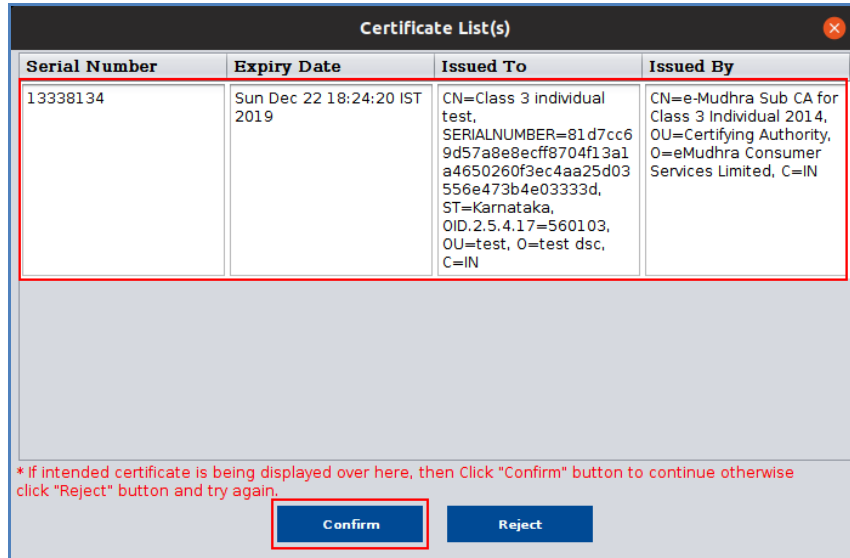

Fig.4.10

- Token details get added successfully, click **OK** (OK) button as shown in **Fig.4.11:**
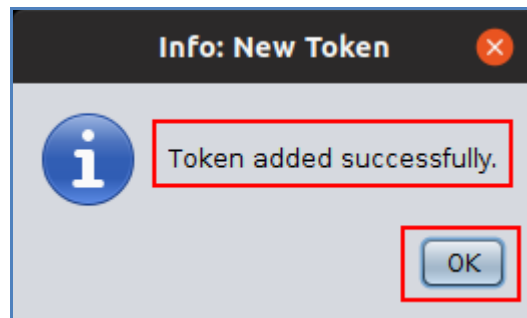

Fig.4.11

Note:

1. Similarly, user can add more new token(s).

2. This is a one-time activity, so it is not required to add already existing or added token again while using the Signer Service.

Register Token in Digital Signer Service(Ubuntu OS):

Steps to register the token with Digital Signer Service are:

- Double click the desktop icon "**Digital Signer Service 7.0.0**".

- The digital Signer Service window appears, select token from the drop-down list, as shown in **Fig.4.12:**

Fig.4.12

- Token path for the selected token gets populated in the Token Path Field.
- Select checkbox for setting the token as default token, as shown in **Fig.4.13:**


Fig.4.13

- Confirmation window appears, click **Yes** (Yes) button as shown in **Fig.4.14**:

Fig.4.14

Change language in Digital Signer Server 7.0.0 (Ubuntu OS)

- To change the language, click **Settings** ⚙️ button as shown in **Fig.4.15:**

Fig.4.15

- Following window will appear as shown in **Fig.4.16**:

Fig.4.16

- Select the language as shown in **Fig.4.17**:

Fig.4.17

- Click the **Save** (Save) button as shown in **Fig.4.18**:

Fig.4.18

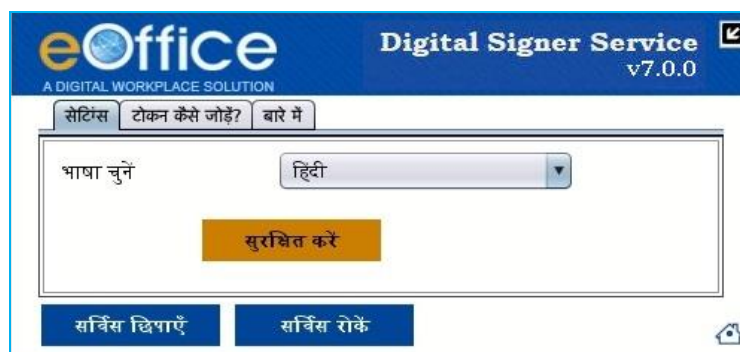- The Digital Signer Service will appear in the selected language as shown in **Fig.4.19**:

Fig.4.19