

E-sign

Prerequisite

1. Companies may seed the adhaar number of authorized signatories using the link 'Enter signatories adhaar no.' available at CDATAO,CNO and CPLANTO login.
2. CNO may confirm the Adhaar NO. Seeded for authorized signatory by using the 'confirm signatories adhaar no.'
3. Signatories make sure that their latest mobile numbers are seeded in adhaar database.

Instruction for generating weekly bill for districts under DBT Pilot and esign it

1. Login into CNO page on mfms.nic.in
2. Click on 'Bill for DBT District'
3. Select Plant,product group and period of the bill -for current bill select period from 8 sept to 15 sept
4. First you will see the data of the bill

| Sr.No | State | District | product | OB | Supply Received in District | Total | Quantity Sold | CB | Rate of Subsidy | Total Subsidy payable |
|-------|------------------|---------------|---------|-----------|-----------------------------|-----------|---------------|-----------|-----------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7(5+6) | 8 | 9(7-8) | 10 | 11(8*10) |
| | | | | Qty in MT | Qty in MT | Qty in MT | Qty in MT | Qty in MT | Qty in MT | Qty in MT |
| | 1 Andhra Pradesh | West Godavari | Urea | 7.350 | .000 | 7.350 | .3007.050 | 18489.00 | | 5546.70 |
| | Total | | | 7.350 | .000 | 7.350 | .3007.050 | | | 5546.700 |

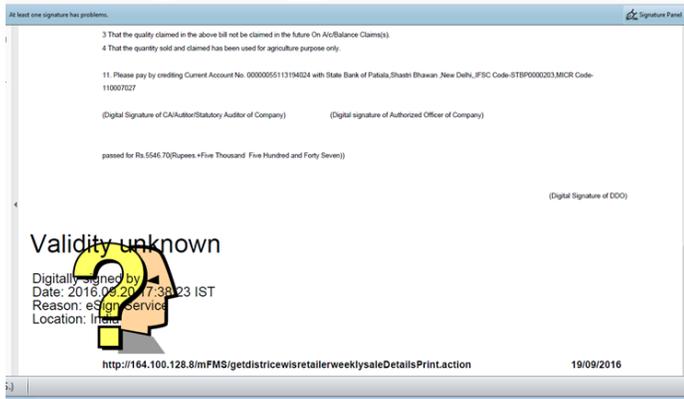
5. [Print Bill](#)
6. If the data is correct generate the bill by using the option 'esign and save bill'
7. system will get confirmation from you by showing the message 'are you sure you want to sign the bill?'

8. [Sign Bill](#)
9. If you select 'ok', system will send OTP on the your mobile registered with UIDAI. this is a six digit OTP

10. Enter this OTP

11. After entering correct OTP the Signed Bill can be downloaded for future reference

12. The signed bill look like



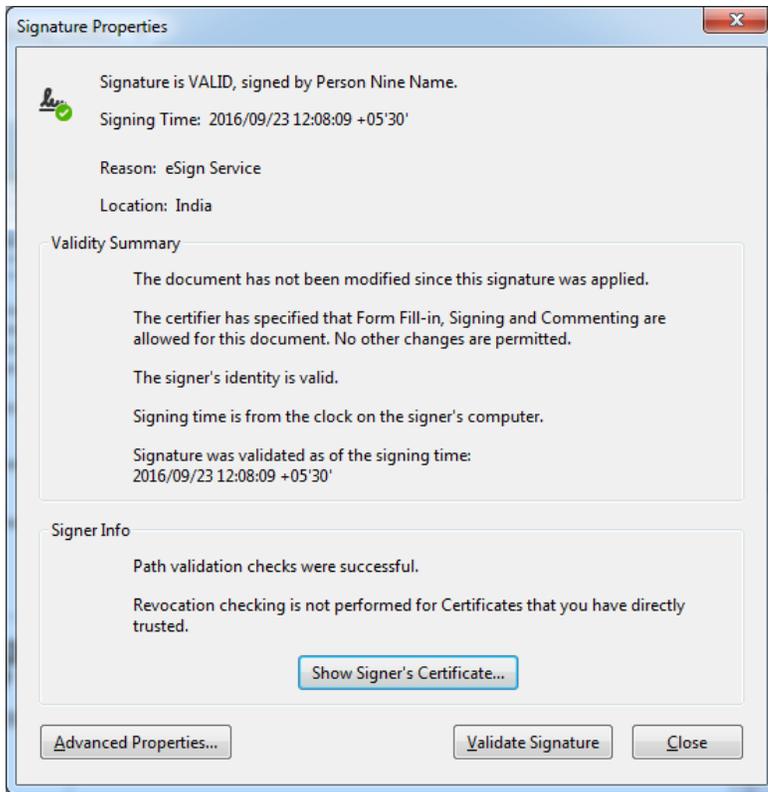
13.

14. Open the pdf file generated in adobe acrobat double click on the signature stamp which is showing validity unknown.



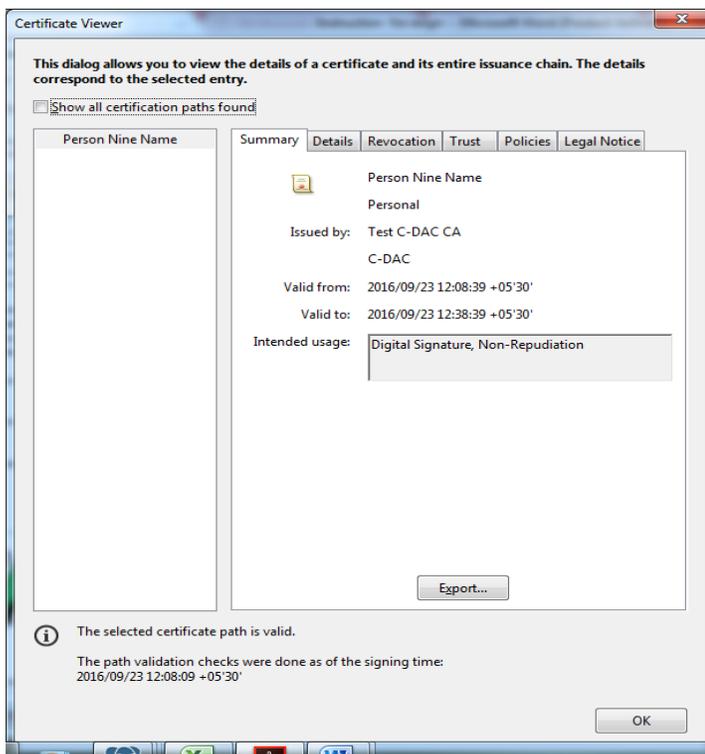
15.

16. Click on 'signature properties'



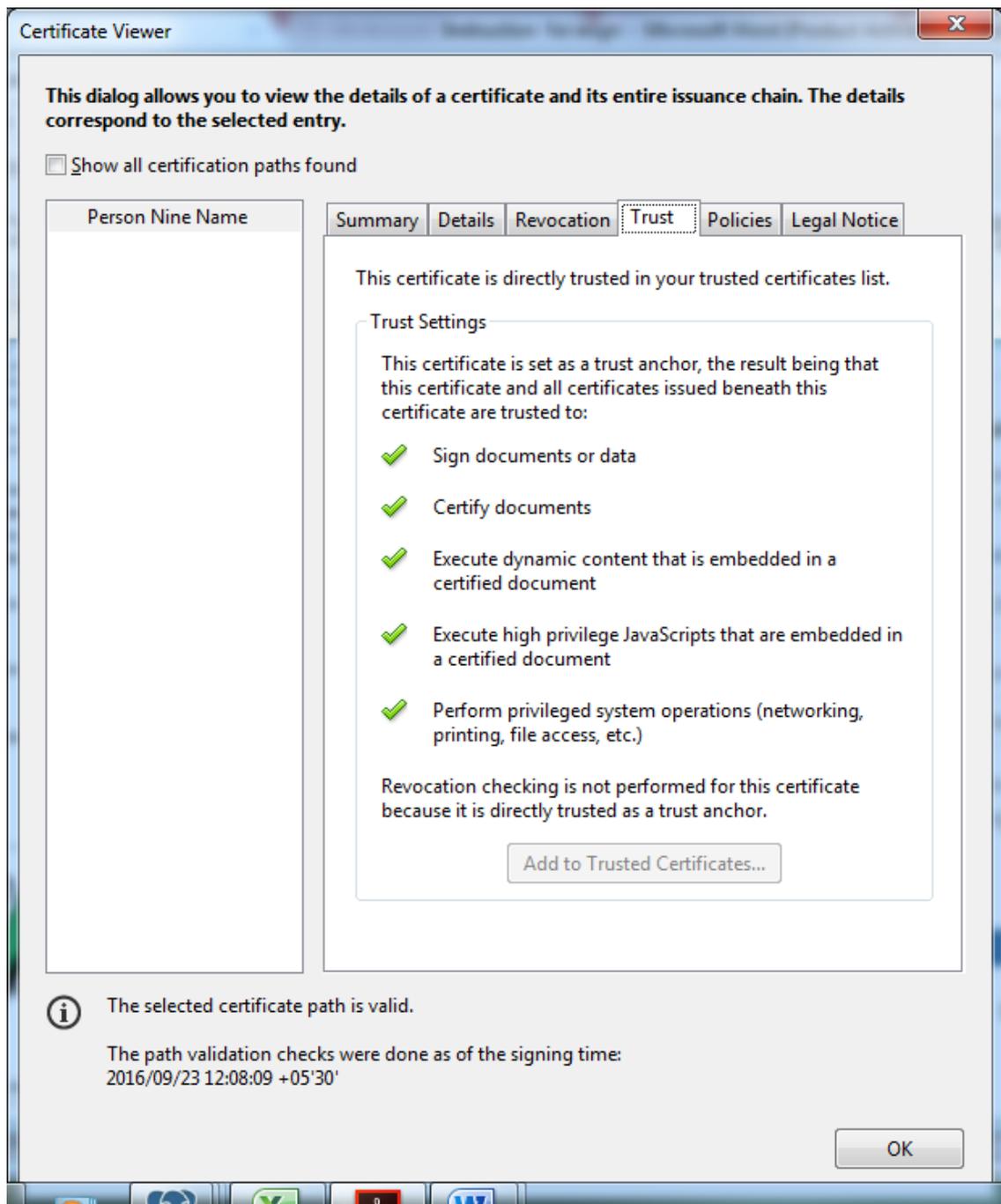
17.

18. Click on 'show signer's certificate'



19.

20. Click on 'trust'



21.

22. Click on 'add to trusted certificates' and then check all options and click ok.

23. Click on validate signatures. The validity unknown will change into signature valid .

24. 14 to 23 is one time exercise

