Rajasthan High Court

DIGITAL SIGNATURE

(TWARIT)

E-Sign Facilities in CIS 4.0 for Processes

Manual for Court staff

(How to Browser Based digitally sign process in CIS 4.0)

A new feature has been added to E-signing the processes directly in CIS after generating the processes. Also the facility will enable bulk e-signing of process within the system. Ealier, processes needed to be downloaded, e-signed (external to CIS) and then uploaded again.

- After the e-signing set-up is ready, Processes can be e-signed in bulk.
- NICDSign will start automatically when the DSC token is connected. The NICDSign status window will confirm it is running.



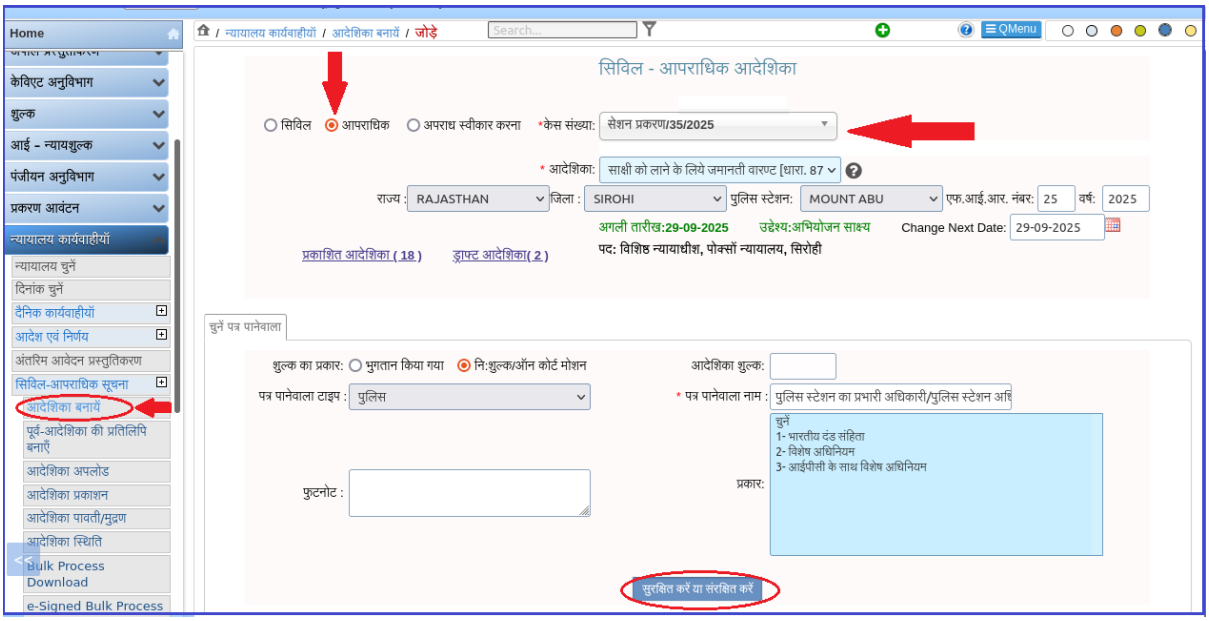
पीडीएफ फाईल पर सीआईएस में डिजीटल हस्ताक्षर कैसे करें
(How to digitally sign process in CIS 4.0)

- Insert the Token key then showing NICDSign popup ruining window.



Process Generation

- **Select Court Proceedings-->Civil Criminal Process-->Process Generation**



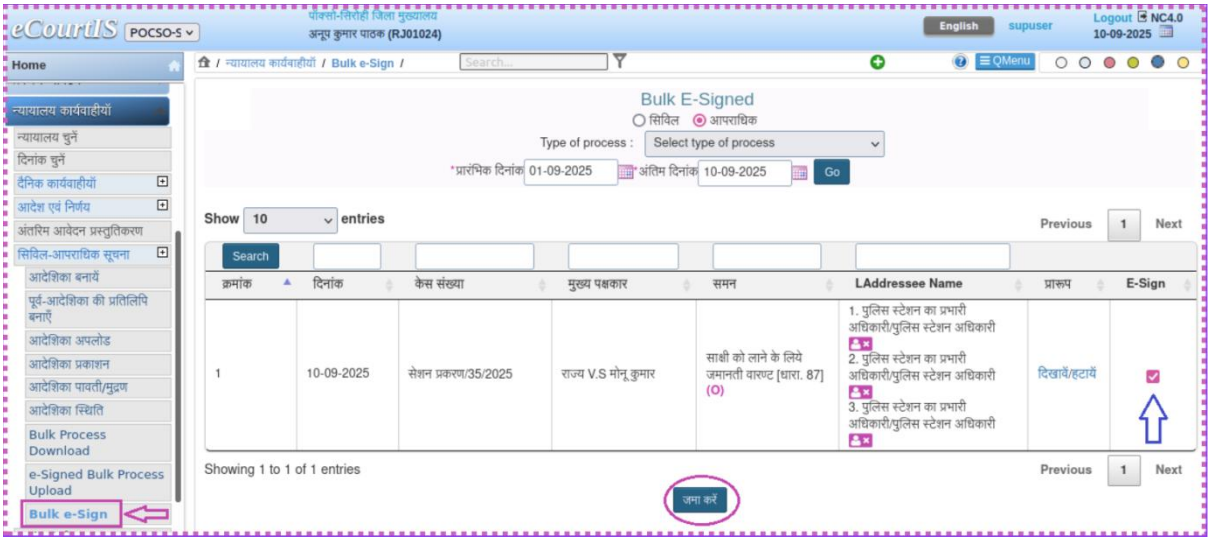
- **Draft Generate: - The draft will be generated and PDF will be displayed.**



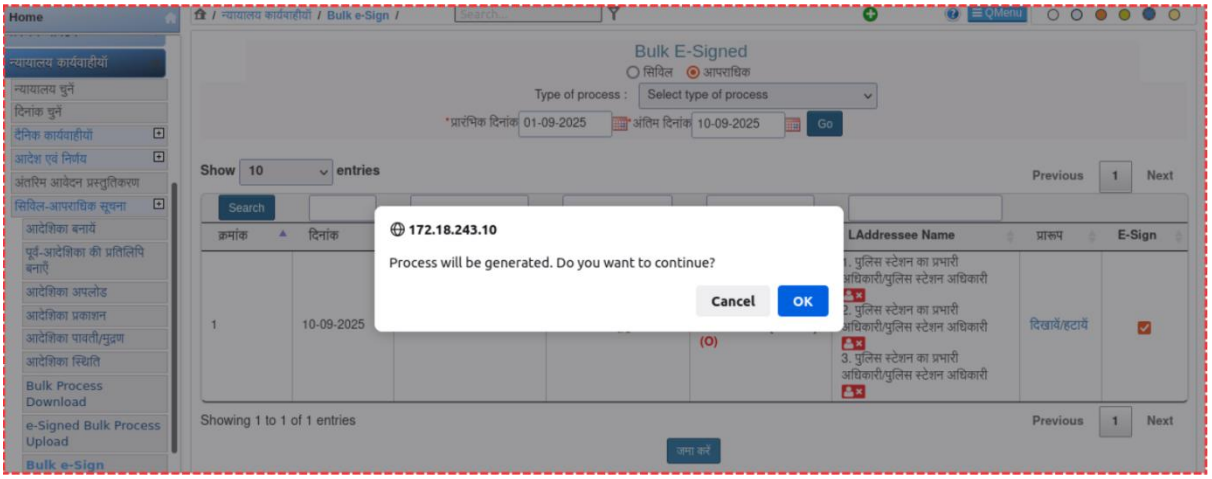
- **Publish & e-Sign - After the draft is generated, the final summons/warrant/notice will be bulk e-Sign. If there is any error in the summons/warrant/notice, it can also be deleted by the clerk before publishing.**

Bulk e-Sign

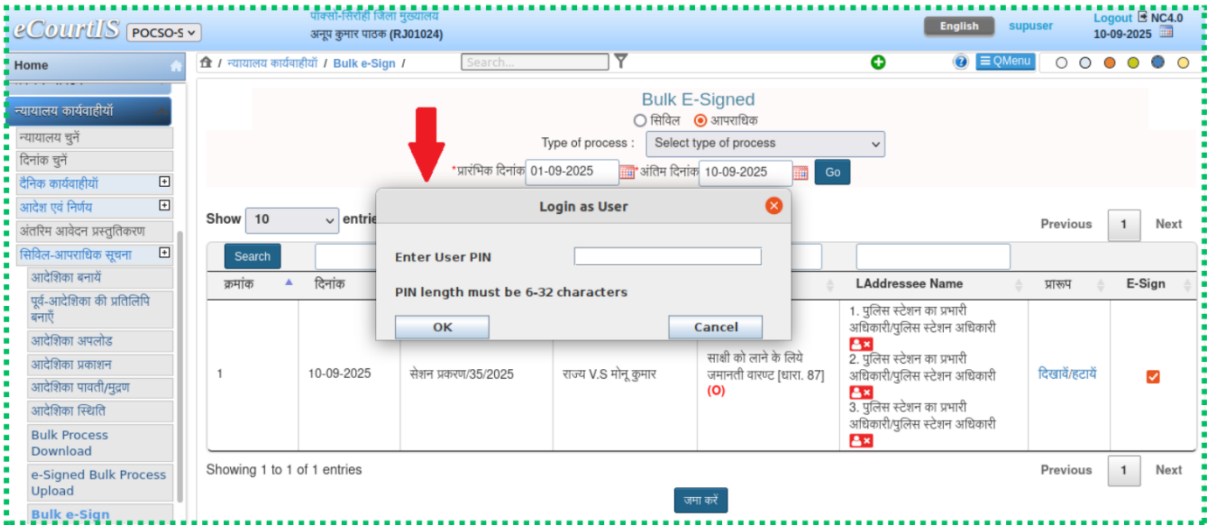
- **Select Court Proceedings-->Civil Criminal Process-->Bulk e-sign**
- **Select the checkbox under 'E-sign' column for processes which are to be e-signed and click on 'Submit' button.**



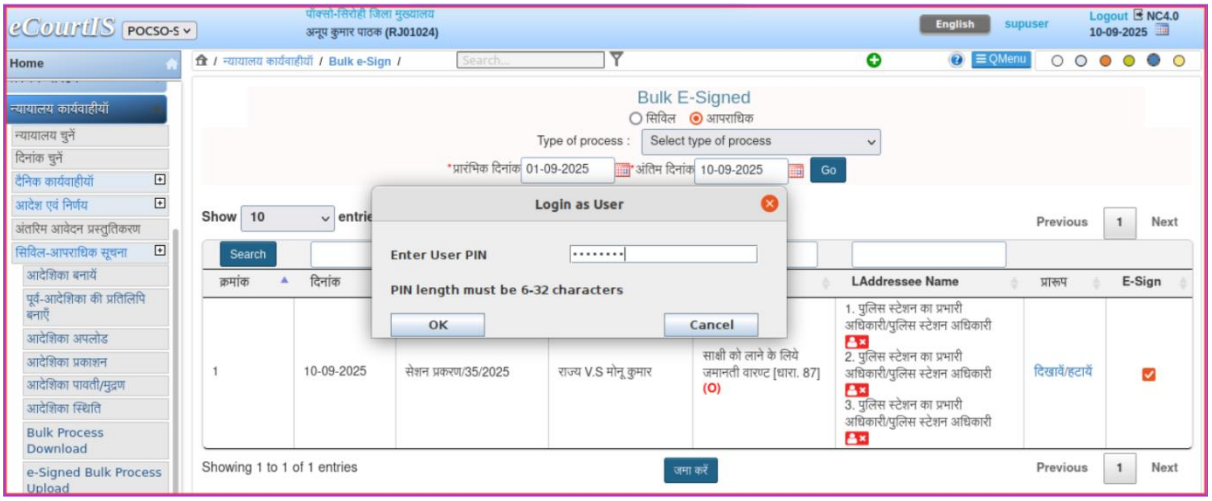
- **Click on Submit button then showing Process Generated Confirmation message will be displayed; and then Click on OK button.**



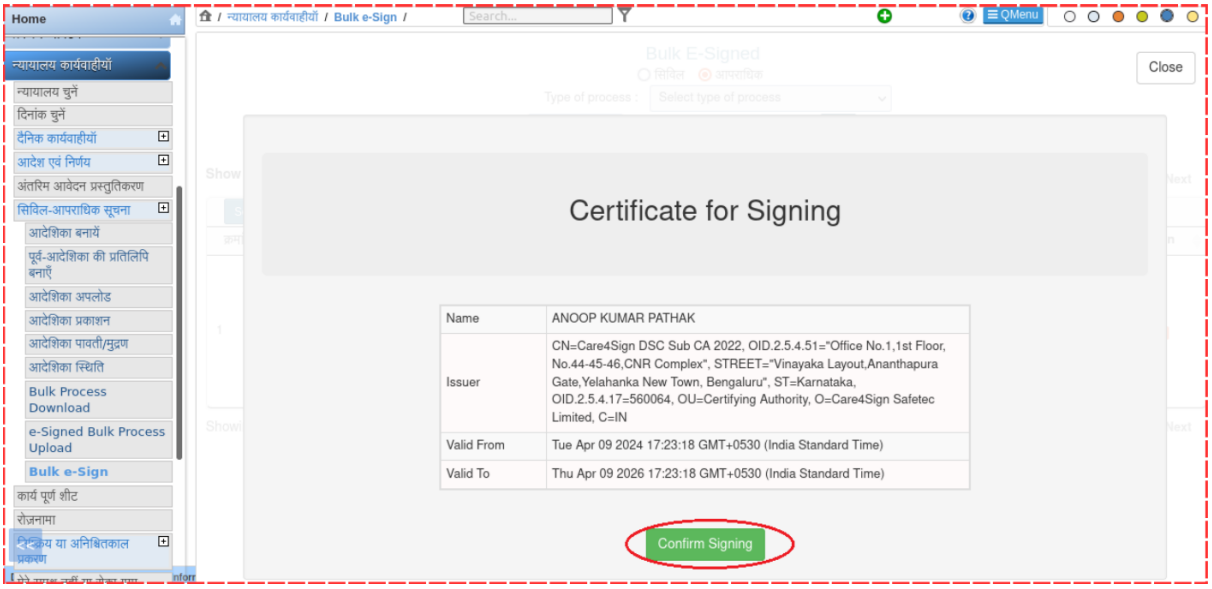
- **Enter the User PIN for accessing e-signing DSC token. Default Password is 12345678.**



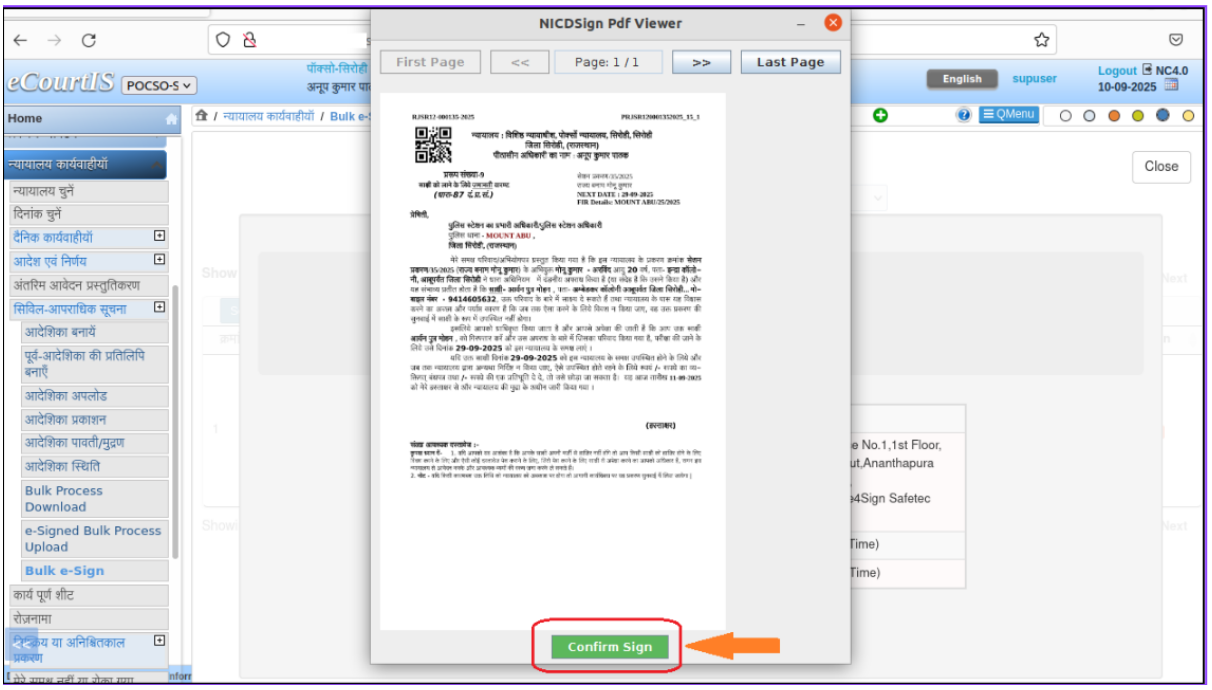
- **Enter Key Password.**



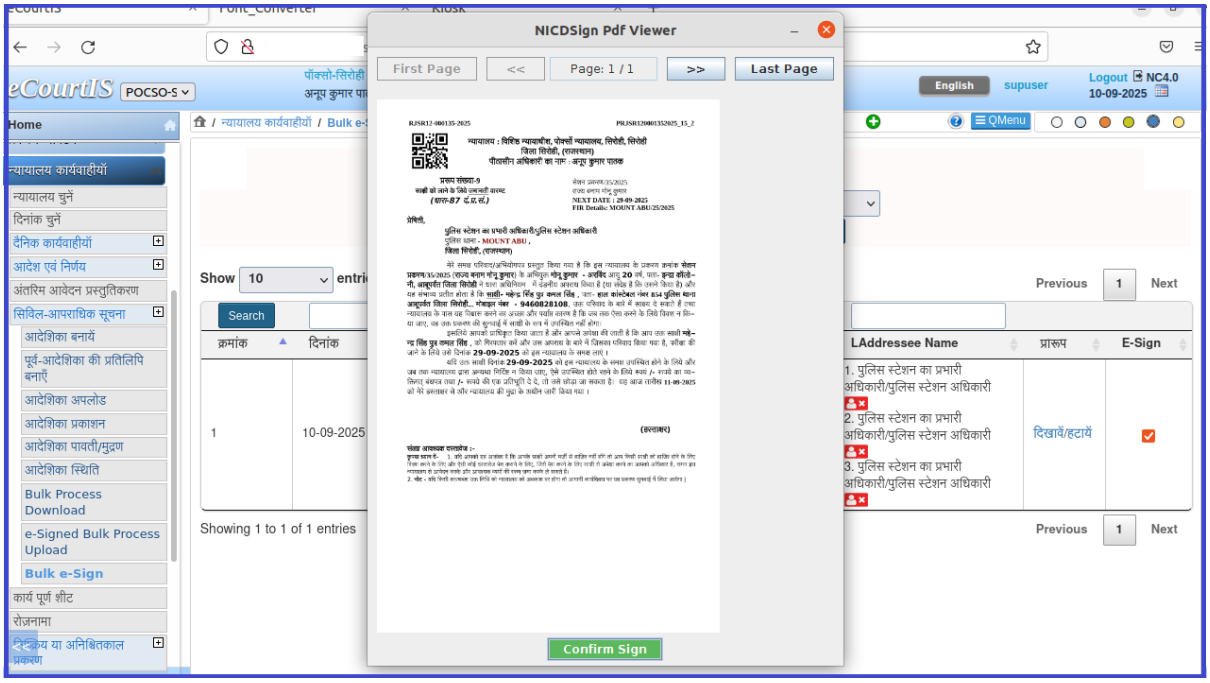
- After that, showing "**Certificate for Signing**" message and then Click on **Confirm Signing**.



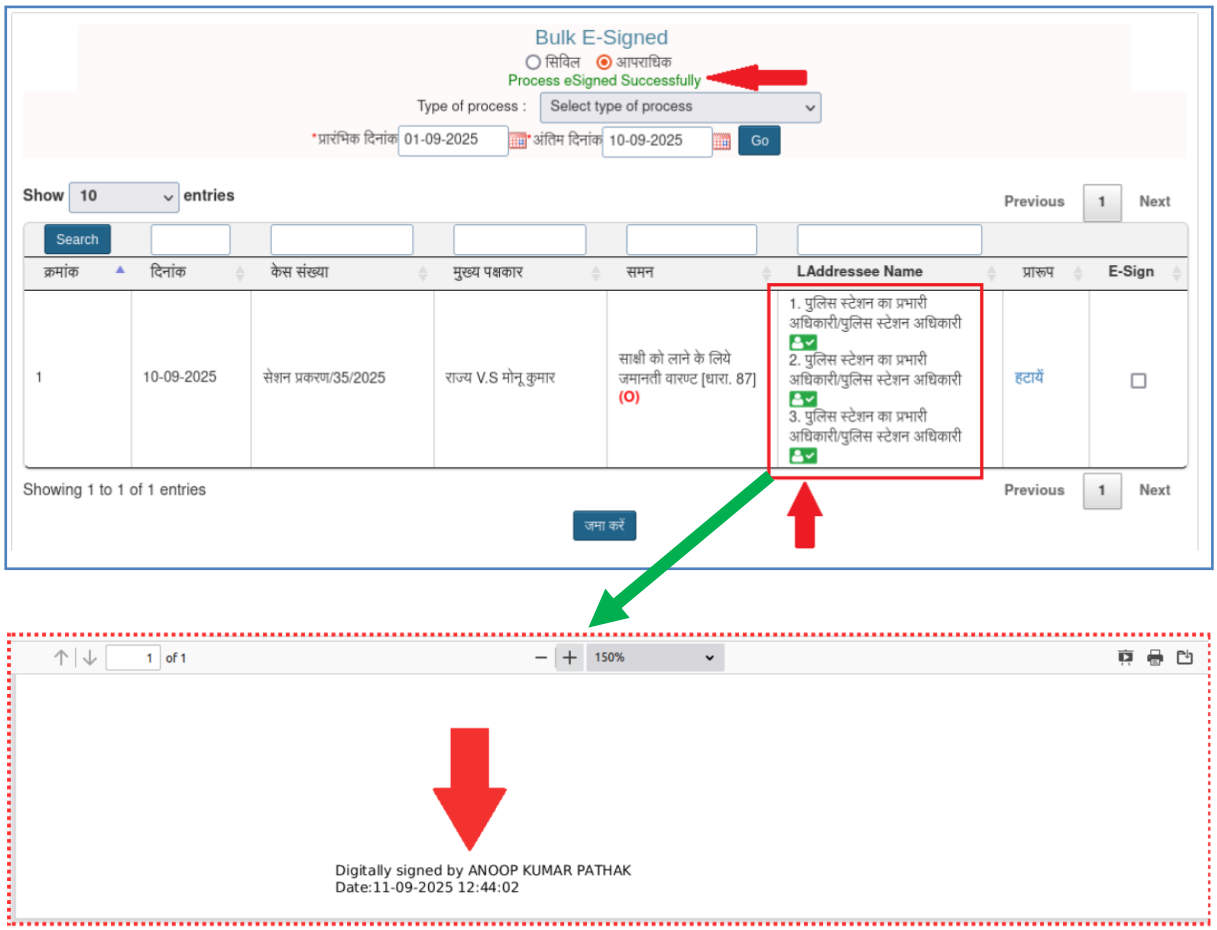
- Then the process PDF Preview will be displayed; & then Click on **Confirm Sign** button.



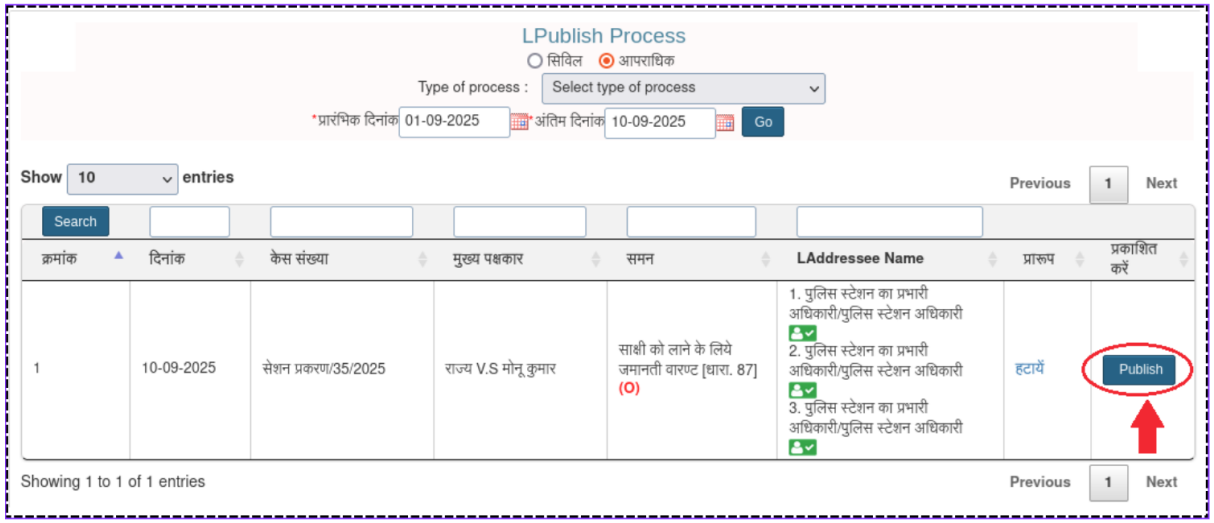
- If multiple recipients are there, all the processes will be displayed one by one; click on **'Confirm Sign'** button on each process.



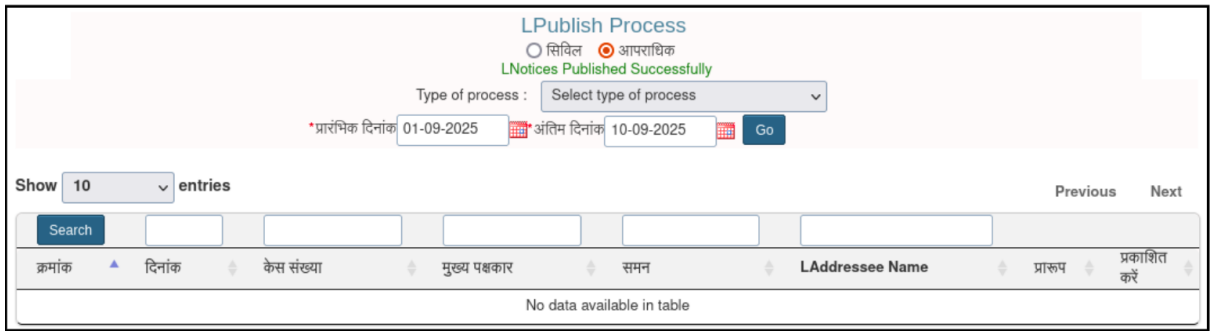
- **Success message will be displayed and corresponding process green icon will change to 'e-signed'. Click on the green icon to view digitally signed process.**



- **After that, finally published the Process.**

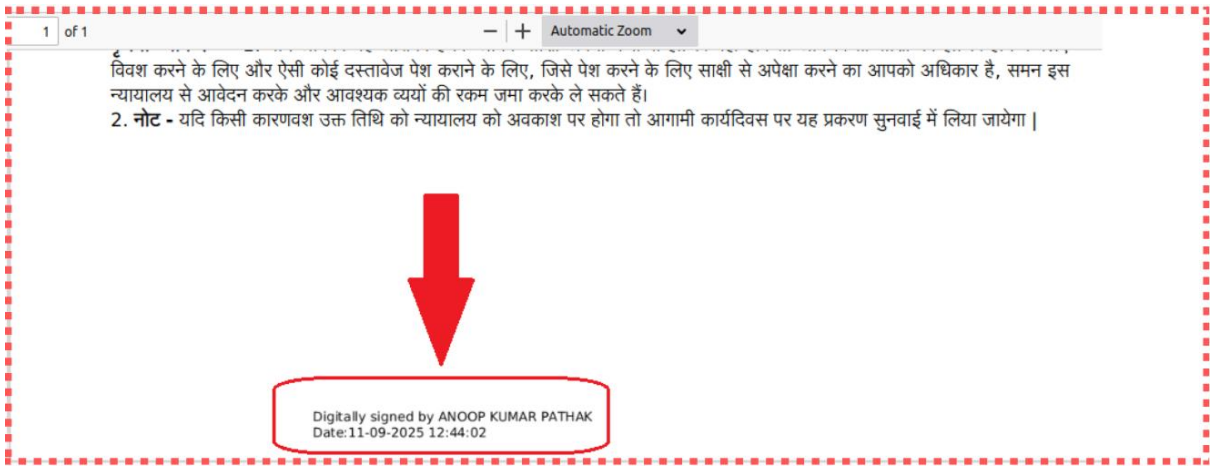


- **Published Successfully.**



Process – Print & Ack

- **Process Acknowledgment/Print – For Print and Download of process.**
- **Shown below is the browser based PDF with the digital signature displayed at the bottom of the PDF : -**



Thank You...