



भारत सरकार
Government of India
केन्द्रीय जल आयोग
Central Water Commission
सॉफ्टवेयर प्रबंधन निदेशालय
Software Management Directorate

Circular

Subject: Instructions regarding e-Signing of PDF documents

e-office has been successfully implemented in Central Water Commission and is being used extensively for discharge of official works. It has been reported that some users are facing issues regarding appearance of e-sign on pdf documents after esigning. It is desirable that the e-sign on the document should be green coloured tick mark.

Instructions after e-signing to get green coloured tick mark on the document are illustrated in Annexure-I. All users are requested to go through the instructions to successfully complete the process of e-signing.

Signature valid

Digitally signed by SYED
FAHEEM HATFER ABIDI
Date: 2021.08.17
12:05:50 IST

(S.F.H.Abidi)
Deputy Director

To:

All users through CWC website

Annexure-I

1. **Ensure installation of Adobe reader on Desktop.:** All users should check for installed Adobe Reader on their desktop. In case the software is not installed, users can request AMC personnel on 4444 to get it installed.
2. **Downloading e-signed document from e-office:** After successfully e-signing the document users have to download the document on the desktop as shown below:

The screenshot displays the e-office system interface. At the top, there is a search bar with the text 'mis' and a 'Quick View' button. Below the search bar, there are tabs for 'ToC', 'Recent', 'All', and 'Previous Notings'. The main section is titled 'List of Correspondences and Issues' and contains a table with the following columns: Receipt/Issue No., Subject, Type, Attached On, Pages, and Action. The table lists several entries, including '104372/2021/ DD-III(SM DTE)', 'I/48666/2021(2)', 'I/48666/2021(1)', 'I/48666/2021', '101441/2021/O/o CHAIRMAN', 'I/47457/2021', 'I/46714/2021', '99401/2021/SM DTE-I', 'I/30058/2020', '62566/2020/ DD-III(SM DTE)', '62561/2020/ DD-III(SM DTE)', '62558/2020/ DD-III(SM DTE)', '48351/2020/SM DTE-I', 'I/22141/2020(1)', and 'I/22141/2020'. A red arrow points to the 'Click here' link in the subject column of the entry for 'I/47457/2021'.

Receipt/Issue No.	Subject	Type	Attached On	Pages	Action
104372/2021/ DD-III(SM DTE)	PQ RS		18/02/21 02:15	34-37	Reopen
I/48666/2021(2)	MISCELLANEOUS	Issue	17/02/21 05:59	33-33	Reminders Publish To KMS
I/48666/2021(1)	MISCELLANEOUS	Issue	17/02/21 05:59	32-32	Reminders Publish To KMS
I/48666/2021	MISCELLANEOUS	Issue	17/02/21 05:59	31-31	Reminders Publish To KMS
101441/2021/O/o CHAIRMAN	REMINDER!!! VIP Reference of Shri Piyush Goyal, Ho...		12/02/21 05:00	19-30	Reopen
I/47457/2021	Requisition for development of new portal	Issue	08/02/21 10:49	18-18	Reminders Publish To KMS
I/46714/2021	MISCELLANEOUS	Issue	03/02/21 01:36	17-17	Reminders Publish To KMS
99401/2021/SM DTE-I	Letter from PCP dte		02/02/21 12:59	16-16	Reopen
I/30058/2020	Attendance of Officers and staff of Software Manag...	Issue	17/09/20 11:33	15-15	Reminders Publish To KMS
62566/2020/ DD-III(SM DTE)	CWC letter dated 18-06-2020		07/09/20 11:35	13-14	Reopen
62561/2020/ DD-III(SM DTE)	SM Dte Office order dated 01-07-2020		07/09/20 11:33	12-12	Reopen
62558/2020/ DD-III(SM DTE)	OM by DoWR, RD & GR dated 17 June 2020		07/09/20 11:31	10-11	Reopen
48351/2020/SM DTE-I	Entry Pass requisition for AMC Staff		02/07/20 04:37	3-9	Reopen
I/22141/2020(1)	MISCELLANEOUS	Issue	29/06/20 02:13	2-2	Reminders Publish To KMS
I/22141/2020	MISCELLANEOUS	Issue	29/06/20 02:13	1-1	Reminders Publish To KMS

Dispatch No. : I/47457/2021 [Click here to Download](#)

Draft Details

Draft Type* New/Fresh Language* English

Draft Nature* Letter Prefix Choose One

Subject* Requisition for development of new portal
Total 1000 | 1000 characters left.

Communication Details

Ministry* MINISTRY OF WATER RESOURCES, RD and GR

Department* Central Water Commission

Name* S M Dte Designation*

Organization

Address 1* Sewa Bhawan, R K Puram

Address 2

Country INDIA State Choose one

City Pincode

Mobile Landline

Fax Email smdte@nic.in

Add More Recipient(s) Clear

Attachments

Dispatch Options

☒ Email Details

☐ Postal & Out Register Details

Postal Mode Choose One Postal Charge

Medium Choose One Weight

Mode Number

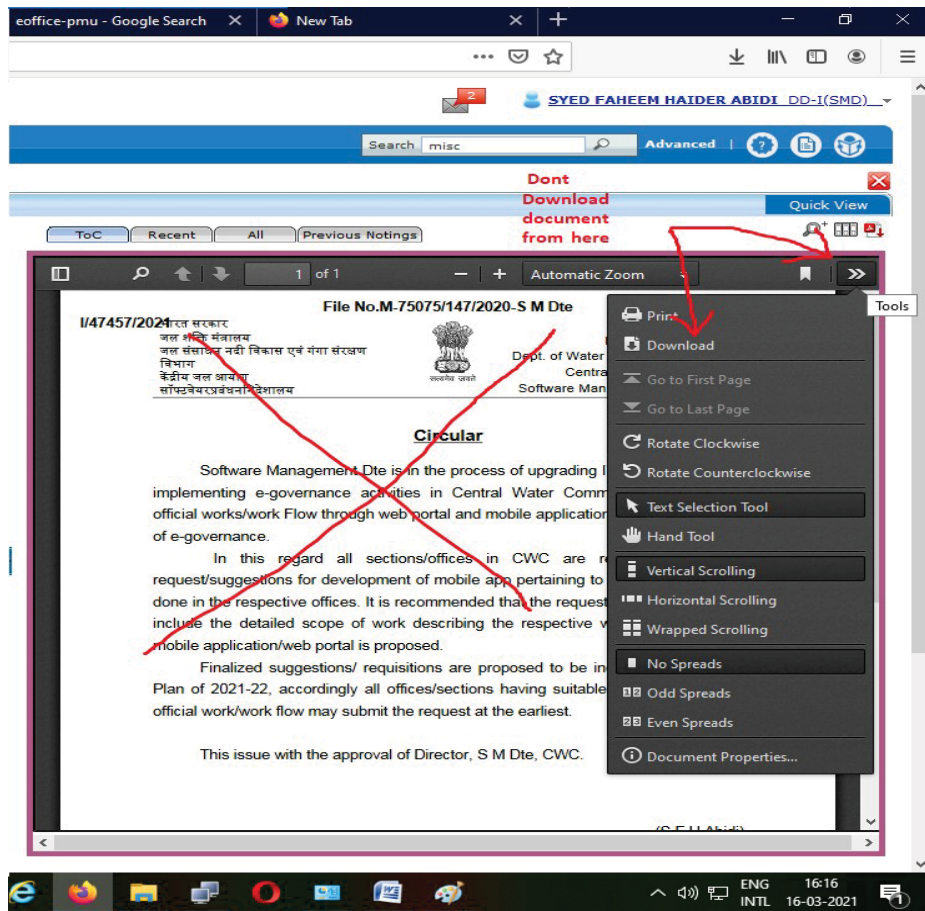
Peon Book No Peon Name Choose One

Out Date Out Time

Delivery Date Delivery Time

Delivery Status No

3. **Dont** download document as shown below:



4. Open downloaded pdf file in Adobe Reader

I/47457/2021

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केंद्रीय जल आयोग
सॉफ्टवेयर प्रबंधन निदेशालय


सत्यमेव जयते

Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

Circular

Software Management Dte is in the process of upgrading IT infrastructure and implementing e-governance activities in Central Water Commission. Automating official works/work Flow through web portal and mobile applications is an integral part of e-governance.

In this regard all sections/offices in CWC are requested to send request/suggestions for development of mobile app pertaining to official works being done in the respective offices. It is recommended that the requests/suggestions must include the detailed scope of work describing the respective work flow for which mobile application/web portal is proposed.

Finalized suggestions/ requisitions are proposed to be included in the Work Plan of 2021-22, accordingly all offices/sections having suitable ideas to automate official work/work flow may submit the request at the earliest.

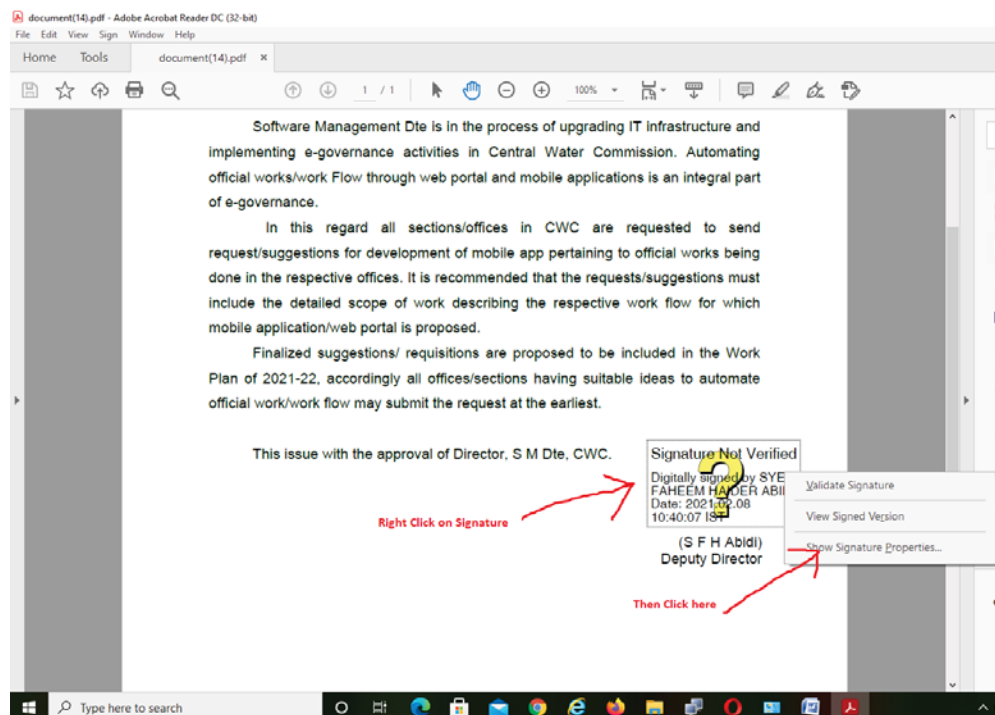
This issue with the approval of Director, S M Dte, CWC.

Signature Not Verified

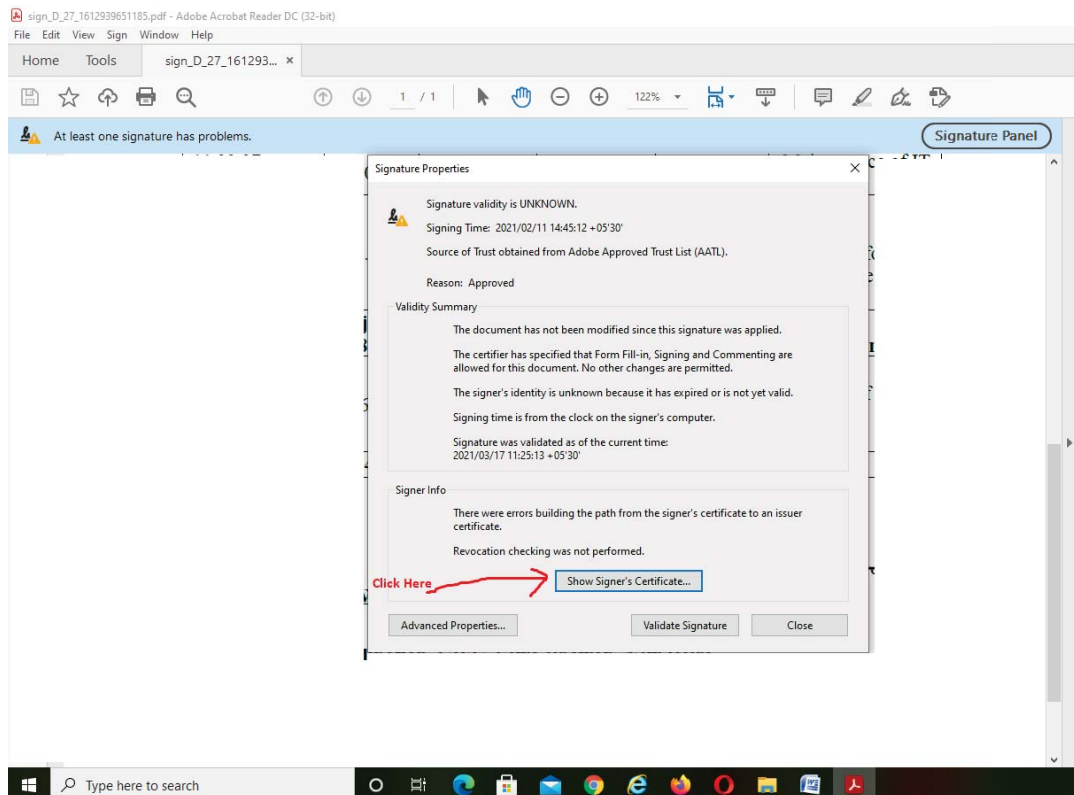
Digitally signed by SYED
FAHEEM HAJDER ABIDI
Date: 2021.02.08
10:40:07 IST

(S F H Abidi)
Deputy Director

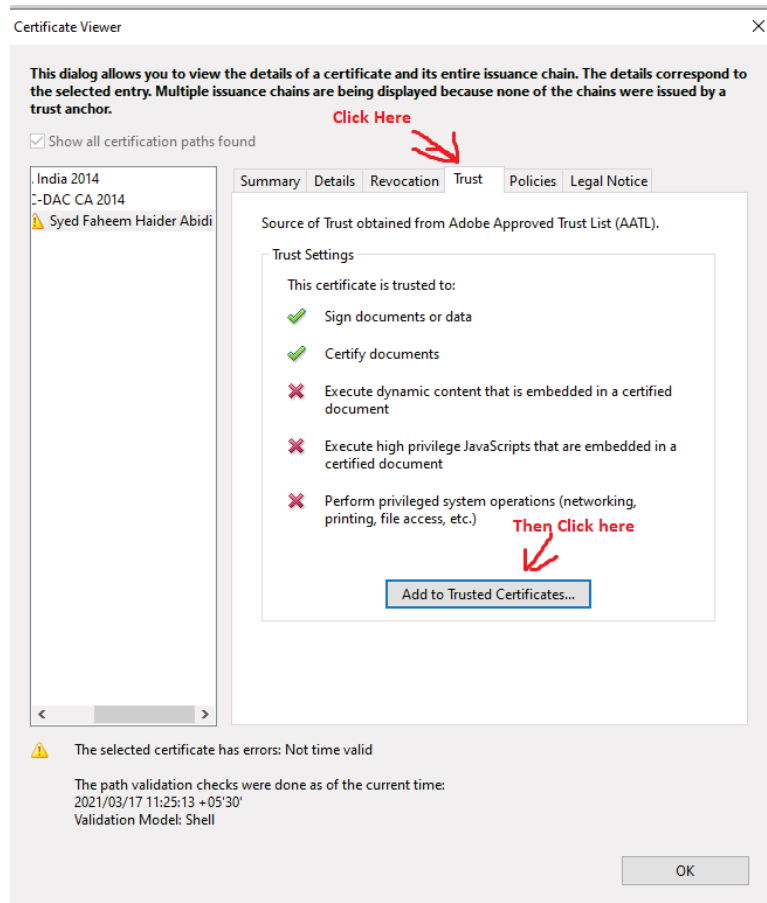
5. If question mark and “Signature Not Verified” shows at the digital sign location user has to right click on the question mark and then click on **Show Signature Properties**.



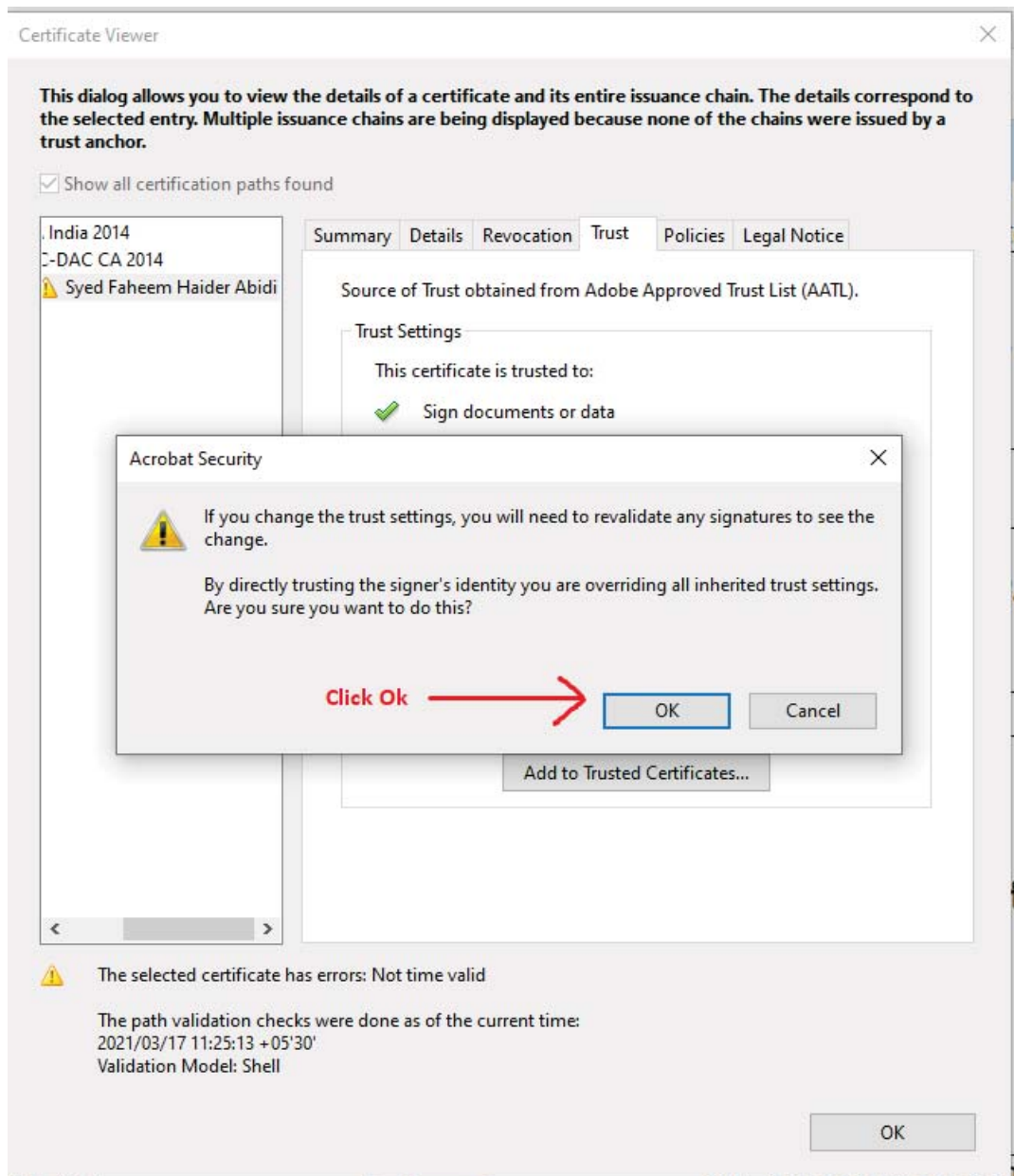
6. In the dialog box which opens, click **Show Signer's Certificate**



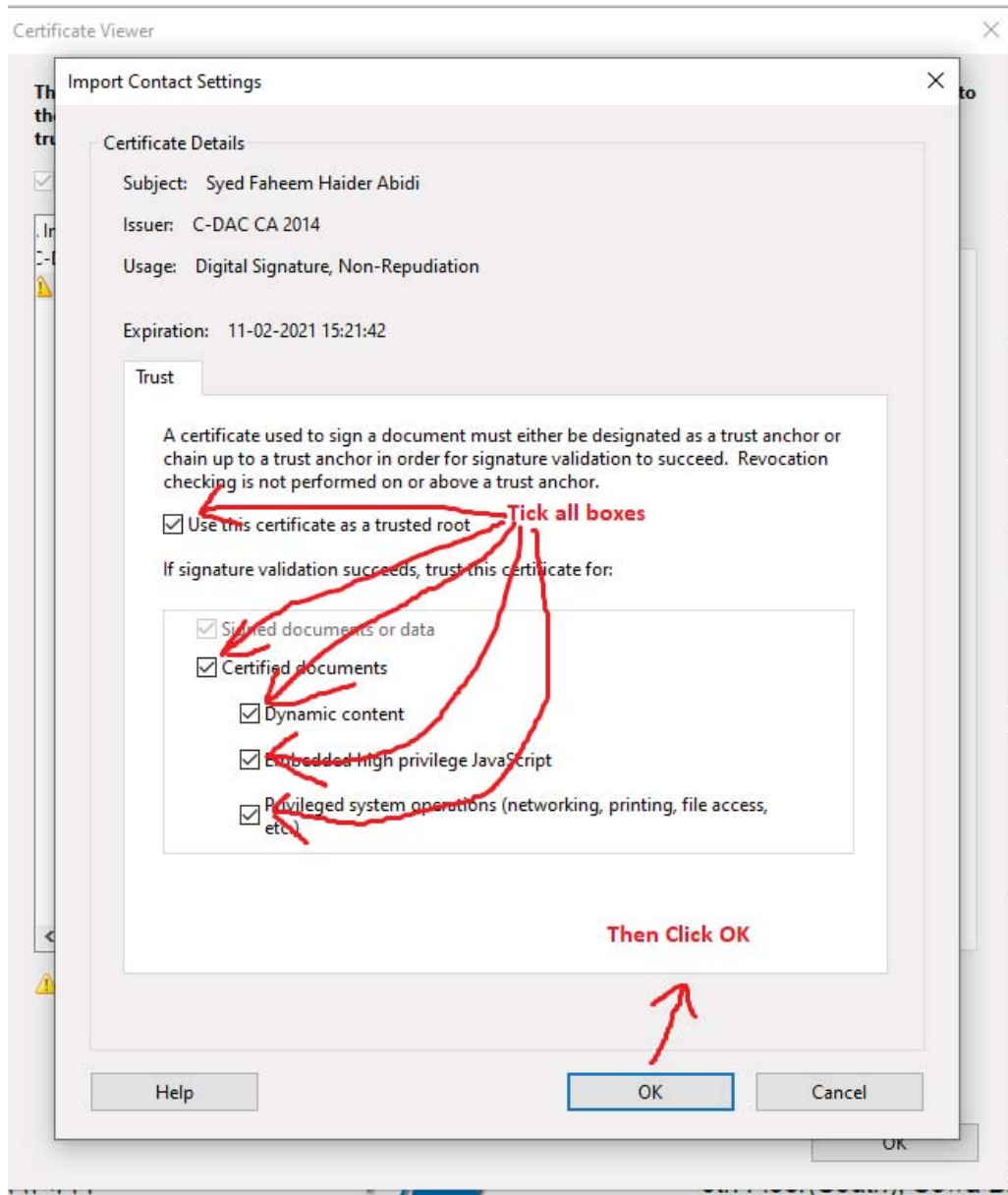
7. Click on **Trust** tab and then click **Add to Trusted Certificates**



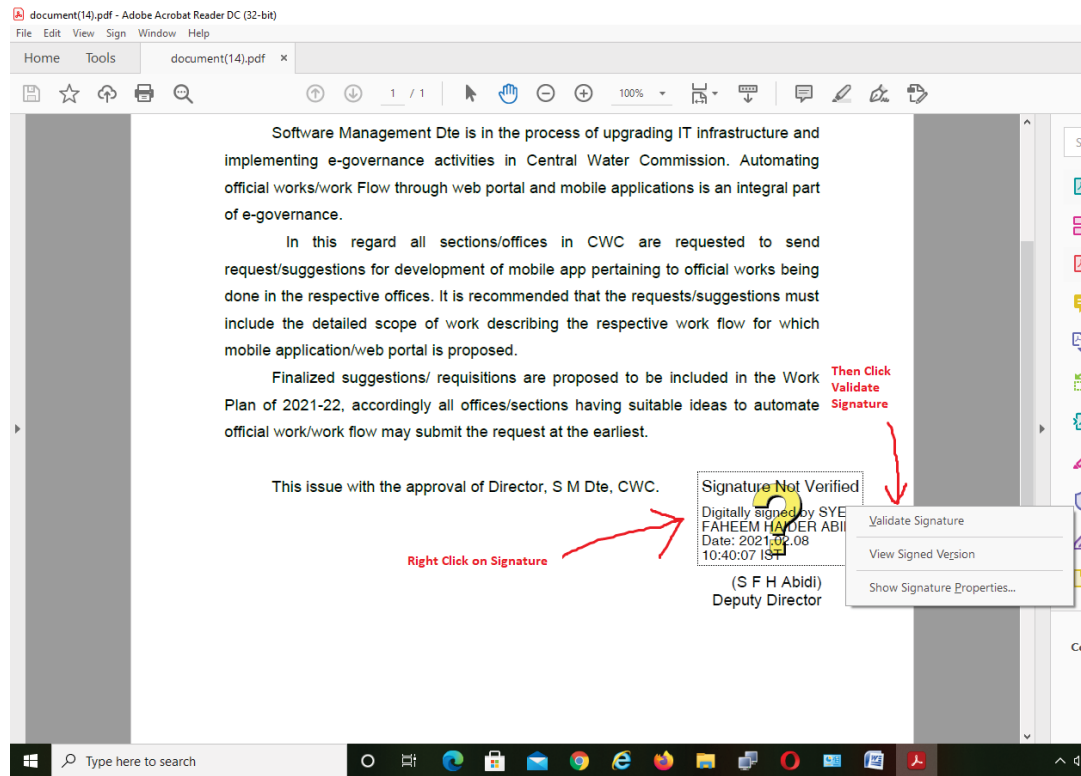
8. Then Click **OK**



9. Tick all boxes as shown below then click OK
- 10.



11. Right Click on Signature then click on validate Signature




12. Green tick on e-sign will appear.

sign_D_2408_1612... x

1 / 1 66.7%

File No.M-75075/147/2020-S M Dte

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण
विभाग
केन्द्रीय जल आयोग
सॉफ्टवेयर/उपकरण/निर्माण



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
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This issue with the approval of Director, S M Dte, CWC.

Green Tick on e-Sign will appear →

Signature valid
Digitally signed by SYED FAHEEM KHAN ABIDI
Date: 2020.08.10 10:40:07 IST
(S F H Abidi)
Deputy Director

Windows taskbar icons: File Explorer, Edge, Chrome, Firefox, etc.