

<u>User Manual for designated e-Attestation Officer to e-attest the Documents uploaded by</u> <u>students for e-Attestation</u>

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In order to access the applications submitted for e-Attestation, open your internet browser and type [http://ssp.postmatric.karnataka.gov.in] in the address bar and press enter. Web Page as shown in the above screenshot will open.



E-Attestation Officer* should click on "**Click here for e-Attestation Portal (E-Attestation Officers**)" link in order to access the e-Attestation application.

*e-Attestation officer can be either officer designated by the colleges or district welfare officers designated by the departments for e-Attestation purpose.

1. E-ATTESTATION OFFICER LOGIN:



E-Attestation Officer should enter his/her Mobile Number in the input field provided, should click on the Consent checkbox and should then click on Verify button in order to login to his/her account.

CENTRE FOR e-GOVERNANCE e-Enabling Government
Verifier Login
Aadhaar id : XXXXXXX Name : Neethushree K
Designation : Principal
Get OTP
OTP Go!
* Enter OTP received in your mobile number linked to your Aadhaar Number

- E-Attestation Officer should ensure that his/her Name as in CIS & Designation displayed in the login page are correct & should then click on Get OTP button in order to generate the OTP.
- > E-Attestation Officer should then enter the OTP received & click on **Go** button.
- > Upon successful Aadhaar Validation, E-Attestation Officer will be redirected to Document Inbox page.

NOTE: OTP will be sent to the Aadhaar linked Mobile Number of the E-Attestation Officer.

2. DOCUMENT INBOX

CENTRE FOR + COVERNANCE = Enabling Government							
Neethushree K online	Pending Documents			Dear Attestation Officers The approved documents v documents inbox, We requi	with "Failed to load PDF document" error jest you to kindly E-sign these documents	have been pushed to pending again in order to view the signed PD)F
MAIN NAVIGATION	an and the second						
1 Document Inbox >	snow 10 v entries					Search	a
✗ Rejected Documents →	Request No 👫 Document No 👫	Document Type	Aadhaar Number of the Document Sul	omitter ¹¹ Nam	ne of the Document Submitter	Document Submission Date	11
✓ Approved Documents →	PM11507252	Fee Receipt	XXXXXX290621	Dars	shan K	2021-01-22 13:37:29	
ເ Logout >	PM11501222	Fee Receipt	XXXXXXX283823	vina	ay a n	2021-01-15 22:38:55	
	PM11501221	Fee Receipt	XXXXXXX283823	vina	ay a n	2021-01-15 22:25:05	
	PM11501198	PUC Marks Card	XXXXXX283823	vina	ay a n	2021-01-15 21:15:40	
	PM11500867	SSLC Marks Card	XXXXXX283823	vina	ay a n	2021-01-11 17:32:51	
	PM11500737	Stipend Certificate	XXXXXX283823	vina	ay a n	2021-01-07 18:16:43	
	PM11500736	Stipend Certificate	XXXXXX283823	VINA	AY A N	2021-01-07 16:59:57	
	PM11500732	Stipend Certificate	XXXXXX283823	vina	ay a n	2021-01-07 16:18:31	

- Once the E-Attestation Officer logs into his/her account, list of documents pending to be attested gets displayed with the following details:
 - Request No.
 - Document Type
 - Aadhaar Number of the Document Submitter
 - Name of the Document Submitter
 - Document Submission Date
- E-Attestation Officer Should Click on the **Request No.** in order to view the document submitted by the student.



E-Attestation Officers should read the pop-up message displayed and should proceed with $\overline{\text{e-Attestation}}$ procedure accordingly.

Click on "Close" button.

2.1 VERIFICATION OF UPLOADED DOCUMENT



> Once the E-Attestation Officer clicks on **Request No.** link, **Document View** screen will be displayed.

- In the Document View screen, E-Attestation officer can view both the Student Details that is to be verified (Meta Data/Index Data) as well as the document uploaded by the Student for e-Attestation.
- > E-Attestation officer can either **Approve and Sign or Reject** the document uploaded by the student by comparing the index data, uploaded document and the original document submitted by the student in person.

NOTE: Student should visit E-Attestation Officer along with relevant original documents in order to get his/her documents attested.

2.1.1 DOCUMENT APPROVAL PROCESS

E-Attestation Officer can approve the uploaded document and forward it for e-Sign by following the steps as specified below:

Step 1: He/She should verify the document that the student has uploaded, by comparing it with the index data displayed and the original document submitted by the student at the time of verification.

Step 2: If the data available in the uploaded document matches with the index data and original document, then he/she should check the **Approval declaration checkbox** and click on "**Approve and Sign**" button.

6 1 M M M		Course Combination/Discipline/Trade : AIEH -	EDUCATION, HINDI, ANCIENT INDIAN
	FEE RECEIPT	HISTORY	
		Admission Fee : 100	
Fliplearn	The Millennium School Panipat	Application Fee : 100	
Receipt No. 64450	Receipt Date 14-12-2018	Tuition Fee : 1000	
Admission Number A0000	Payment Mode: Online	Date of Issue of Receipt : 2020	
Student Name Tustor Sharna	Class/Section Class VI A	Total Fee : 1200	
Parent Name Tishar Sharma	Mable 0071006037	L boroby attact this document electronic	cally as though original
Email <u>tustersharma@fiplear.com</u>		documents unleaded DDE and the index d:	taily, as fround originat
Total Fee Amount collected on the behalf of school	192	and are matching.	ata in e-Attestation por tat are same
Custoner Name - Tucher Shams Service tax top: No. AACCERSO4050000 Figheam PAN. AACCERSO40 Convenience and Other Charges	833	these documents is attested incorrectly.	
Service Tax	12.38	Reject	Approve and Sign
Krishi Kalyan Cess	6.44		
Swaccha Bharat Cess	EAL CONTRACTOR		
ioariaa Bel koort	12.33	Document Details	
Fige	am Education Prit 115	Document No	
Registered office: L-11:073, Part A	Ath Floor, Mahipalour Entension, New Dehi-110007	0011507572	
(This is a system generated re	ceipt and does not require a signature/stump)	001101312	
		Cancel	Proceed



Step 3: Once the E-Attestation Officer clicks on "**Approve and Sign**" button, Document Number will be auto-generated for the uploaded document.

Step 4 : E-Attestation Officer can also reject the uploaded document even after document approval but before e-sign by clicking on "**Reject**" button.

Step 5: E-Attestation Officer should click on "Proceed" button in order to e-Sign the uploaded document.

Miniany of Dechanics and Information Technology Government of Inde	Digital India Power lo Empower	Contention of Company
	You are currently using C-DAC eSign Service and have been redirected from	
	Contraction Service	
	Aadhaar Based e-Authentication	
	Emler Your Virtual ID / Adhaar Namber	
	Get Virtual ID Enter Your Aadhaar OTP	
	View Document Information	
	Get OTP Center Not Received OTP7 Researc OTP	

for e-Attestation.

Step 7: E-Attestation Officer should enter the OTP that has been sent to his/her Aadhaar linked mobile number in the input field provided

Ministry of Destination and Information Technology Stowmand of India	Digital India Power To Empower	CDAC Centre for Development of Advanced Computing
	You are currently using C-DAC eSign Service and Italve been redirected from	
	ि हस्ताक्षर् (X	
	CALL dip Irms	
	1 Get Vinual ID	
	Di have read and provide my consent View Decument Information	
	Submit Cancel Not Received OTP? Resent OTP	

Step 8: Once the e-Attestation Officer clicks on "**Submit**" button, the e-sign/e-Attestation process of document will be completed.

E-Attestation Officer will be redirected to "**Document View**" screen, where the **attestation details** will be displayed at the end of the document as shown in the below screenshot.

🍰 Document Inbox 💦 🔪	ಅವಶಕವಿರುವ ಎಲಾ ಕಾನೂನಾತಕ ಕಮಗಳನು, ಕ್ರೆಗೊಂಡು ಬಳಸುವ ಬಗ್ಗೆ ಧ್ಯಡೀಕರಣ ನೀಡಲು ತಮ್ಮಲ್ಲಿ ಕೋರಿದೆ.	Request ID: PM00000254
	and and the sum of the second se	Aadhaar Number : XXXXXX486639
✗ Rejected Documents →	(ತಮ್ಮ ವಿಶ್ವಾಸಿ	Name : Srivatsa M N
✓ E-signed Documents >		Document type name: Admission Certificate/ Bonafide Certificate
	Ju mmmm	College : Jain University
C Logout >	is coning of the	Course : Bachelor of Engineering
	25 m	Department : Information Technology
		Year: I year
		Student Name(as in certificate) : Srivatsa
		I have approved this document only after verifying both the Metadata captur and the document uploaded by the submitter
		Reject
		Document Details
		Document No
		000000183
		Reject Approval
	Attested By	
	Name: Neethushree K	c037892ab362ef10cd2515c5a0c00f69f0f8ac563f41b09e6bc8de7ec87a7ff1
	Designation:Principal Department: All Departments	Blockchain_Transaction_ID: 43f9a6a281eb83a669bbf1b4b1b8e8f268d3047c9b15f723e74d2b3d91b48394
	Document No:000000183	

2.1.2 DOCUMENT REJECTION PROCESS:

E-Attestation Officer can reject an uploaded document by following the steps as specified below:

Step 1 : He/She should verify the document that the student has uploaded, by comparing it with the index data displayed and the original document submitted by the student at the time of verification.

Step 2: If the data available in the uploaded document does not match with the index data and original document, then he/she should click on "**Reject**" button.



Step 3: He/She should select appropriate reason for document rejection from the "**Reject Reason**" drop-down list and should then click on "**Submit**" document.

F♦ Logout >	College : Jain University
	Course : Master of Science
	Year: IV year
	Student Name(as in certificate) : Nakulan N
	I have approved this document only after verifying both the Metadata cantured
	and the document uploaded by the submitter
	Reject
	Rejection Details
	Print Person I
	Select Y
	Select
	Seeta at matching with document's datalls
	A indicated devices to locativities
	Application approximation of the statute
	Any outer reason
	Document is not dear
	Document is not matching with Original
	Document is not within the validity period
	Document is tempered
	Document is fake
	Incomplete information is given
-	Fake information is given
	College : Jain University
🕒 Logout >	Course : Macter of Science
	Course, master of science
	Year: IV year
	Student Name(as in certificate) : Nakulan N
	I have approved this document only after verifying both the Metadata captured
	and the document uploaded by the submitter
	Reject
	Rejection Details
	Relect Reason :
	Postment is not matching with Original
	overment is not matching with originat
	Cancel

3. REJECTED DOCUMENTS

Neethushree K	Rejected Documents					
	Show 10 👻 entries					Search
1 Document Inbox	Request No II Document No II	Document Type	Aadhaar Number of the Document Submitter	11 Name of the Document Submitter	п	Document Submission Date
X Rejected Documents	PM00000261	Admission Certificate/ Bonafide Certificate	300000181845	BHAVYA M K		2019-10-14 15:45:53
 E-signed Documents 	Showing 1 to 1 of 1 antries					
🕩 Logout	anoming a so a or a conves					« < 1

e – Attestation Officer should click on the "**Rejected Documents**" menu in order to view the list of uploaded documents that have been rejected by him/her.

4. E-SIGNED DOCUMENTS



E-Attestation Officer should click on the "**e-signed Documents**" menu in order to view the list of documents that have been approved & e-Attested by him/her.

5. PROFILE LOGOUT



E-Attestation Officer should click on "Logout" link in order to log out from his/her account.