

USER MANUAL FOR RO- ADDING DIGITAL SIGNATURE

INTRODUCTION

This is the User Manual for RO User for Adding Digital Signature

This user manual will help the **RO User** to:

1. Add a Digital Signature

The following are the steps to be followed:

Step1. Visit the Property Registration Application Site

- Open your preferred web browser (e.g., Chrome, Firefox, Safari).
- Enter the official URL of the in the address bar i.e. <https://registry.sikkim.gov.in> or visit ILRMS official site as illustrated in figure 1.1 and figure 1.2

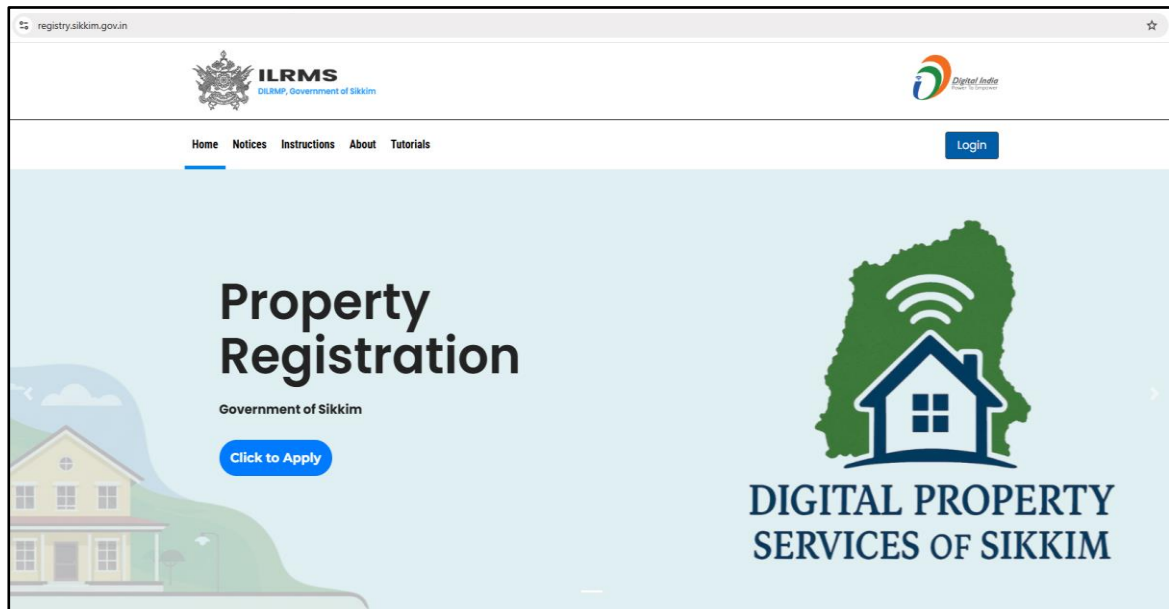


Fig 1.1

- When users visit the official ILRMS site, they are required to navigate to the **Online Property Registration** link as illustrated in figure 1.2.

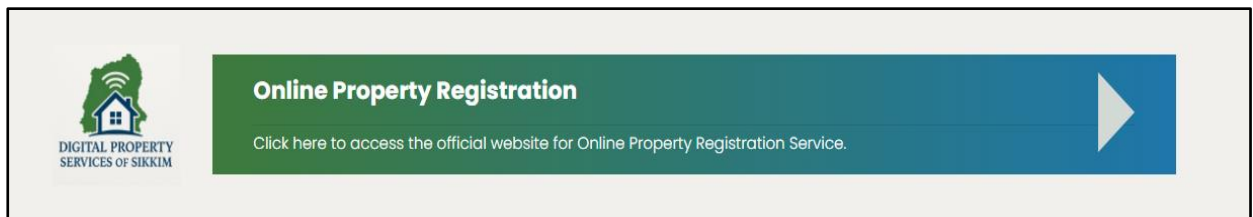


Fig 1.2

Step2. Login to the Portal

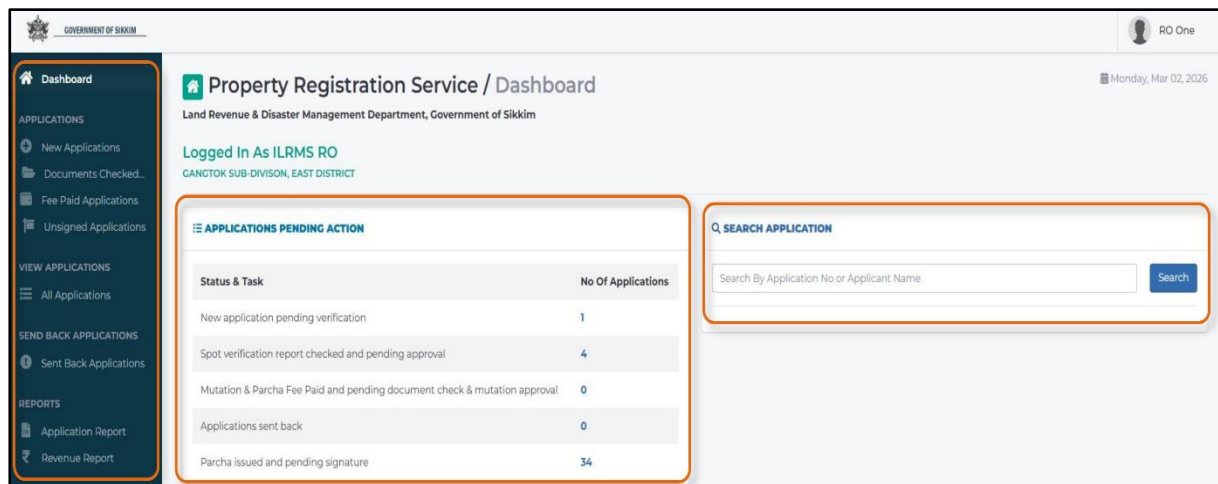
- Enter your registered **username** and **password** in the appropriate fields.
- Click the "**Sign In**" button to access your account, illustrates in the figure 1.3.



Fig 1.3

Step3. Navigate to the Dashboard

After successful login, you will be redirected to the **Dashboard**, illustrates in the figure 1.4.



Status & Task	No Of Applications
New application pending verification	1
Spot verification report checked and pending approval	4
Mutation & Parcha Fee Paid and pending document check & mutation approval	0
Applications sent back	0
Parcha issued and pending signature	34

Fig 1.4

The Property Registration Service Dashboard serves as the main working interface for the ILRMS Revenue Officer. It provides a structured overview of all property registration applications under the user's jurisdiction.

The dashboard displays categorized counts of applications pending at various stages such as verification, approval, fee payment, mutation processing, and signature. This enables the user to quickly identify tasks that require immediate attention. The left-hand navigation panel allows the user to access different application stages, view sent-back cases, and generate reports. Additionally, the search feature enables quick retrieval of specific applications using the application number or applicant name. Overall, the dashboard helps the user efficiently monitor, manage, and process property registration applications from a single centralized screen.

Step4. Add Digital Signature – Access Unsigned Applications

To add a digital signature, the user must first access the list of unsigned applications. This can be done using either of the following options available on the dashboard, as illustrated in figure 1.5.

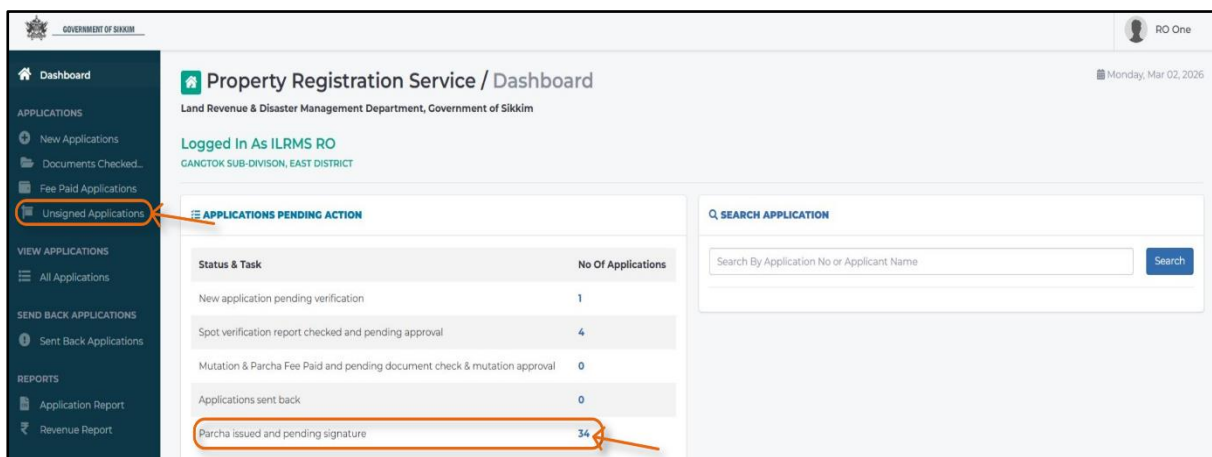


Fig 1.5

Option 1: From the Left Navigation Menu

- Click on **“Unsigned Applications”** from the left-hand menu under the *Applications* section.
- The system will redirect to the Unsigned Applications page.
- This page displays all applications where the Parcha has been issued but is pending digital signature.

Option 2: From Applications Pending Action Section

- On the dashboard, locate the **“Parcha issued and pending signature”** category under *Applications Pending Action*.
- Click on the **number displayed** next to this category.
- The system will redirect to the list of applications awaiting digital signature.

Step5. Digitally Sign the Parcha

After clicking on **“Unsigned Applications”** from the dashboard, the system will redirect the user to the **Unsigned Parcha(s)** page.

This page displays the list of applications where the Parcha has been printed but is pending digital signature.

Each Application record includes:

- Reference Number
- Application Status (Parcha Printed)
- Applicant’s Name
- Land Location Details
- Submission Date
- Action Options

Step5.1. Proceed with Digital Signature

To digitally sign a Parcha:

1. Locate the required application from the list.
2. Click on the **“Sign Parcha (Digitally)”** option available on the right side of the application record, as illustrated in figure 1.6

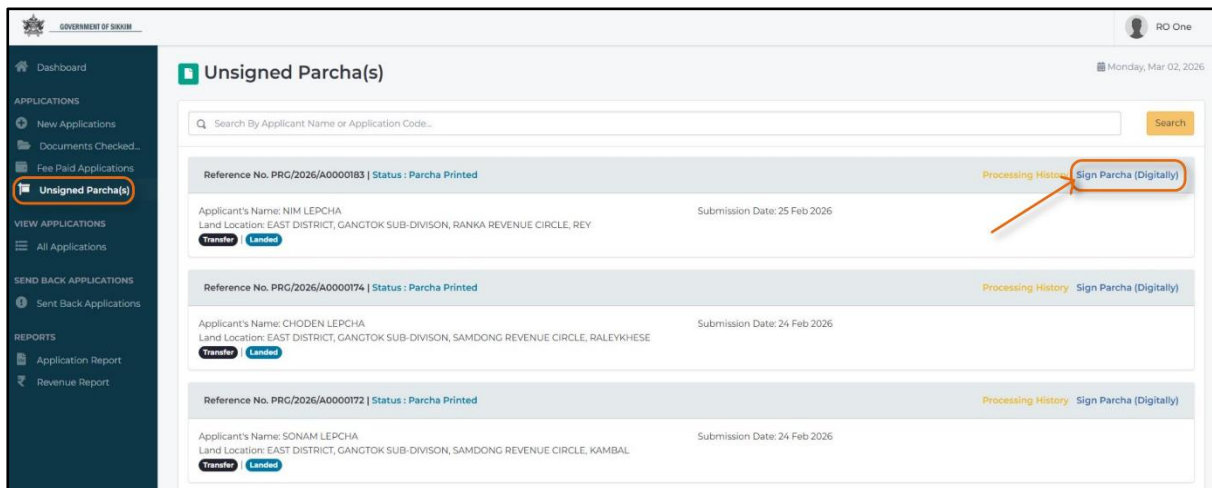


Fig 1.6

Step5.2. Action – Sign Parcha

After clicking on **“Sign Parcha (Digitally)”** from the Unsigned Parcha(s) page, the system will redirect the user to the **Action – Sign Parcha** screen, as illustrated in figure 1.7.

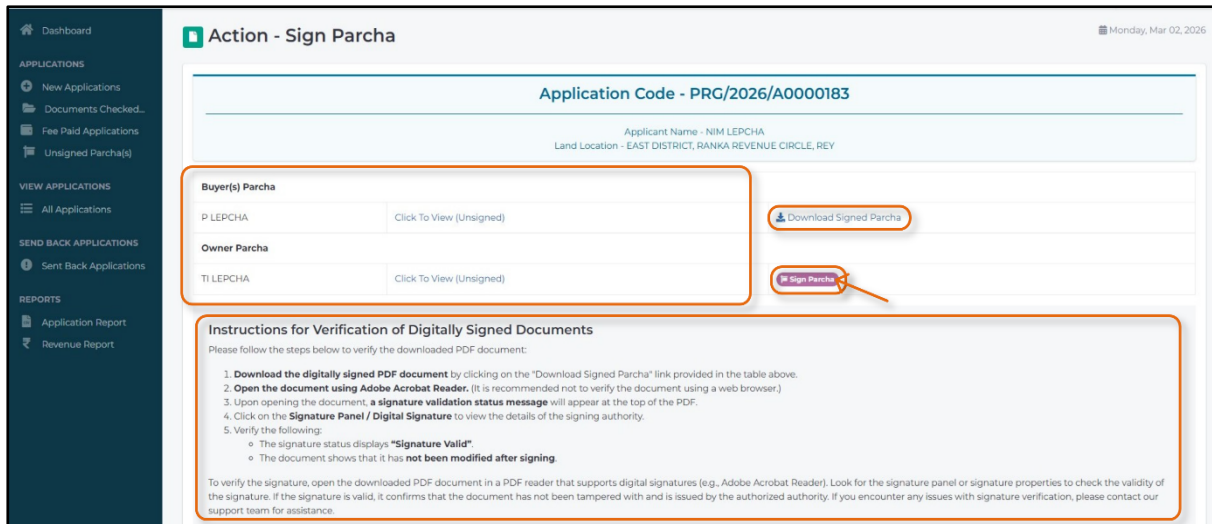


Fig 1.7

This page displays the complete details of the selected application, including:

- **Application Code**
- **Applicant Name**
- **Land Location Details**

Step5.3. Review Parcha Details

Under this section, the user will see:

- **Buyer(s) Parcha**
- **Owner Parcha**
- Option to **Click to View (Unsigned)** for each document

The user may click on **“Click to View (Unsigned)”** to review the document before signing.

Step5.4. Digitally Sign the Parcha

To proceed with digital signing:

1. Click on the **“Sign Parcha”** button.
2. The system will initiate the Digital Signature Certificate (DSC) process.

Step5.5. Customize Signature Placement and Appearance

After clicking on **“Sign Parcha”**, the eSign interface opens displaying the document preview along with signing options, as illustrated in figure 1.8

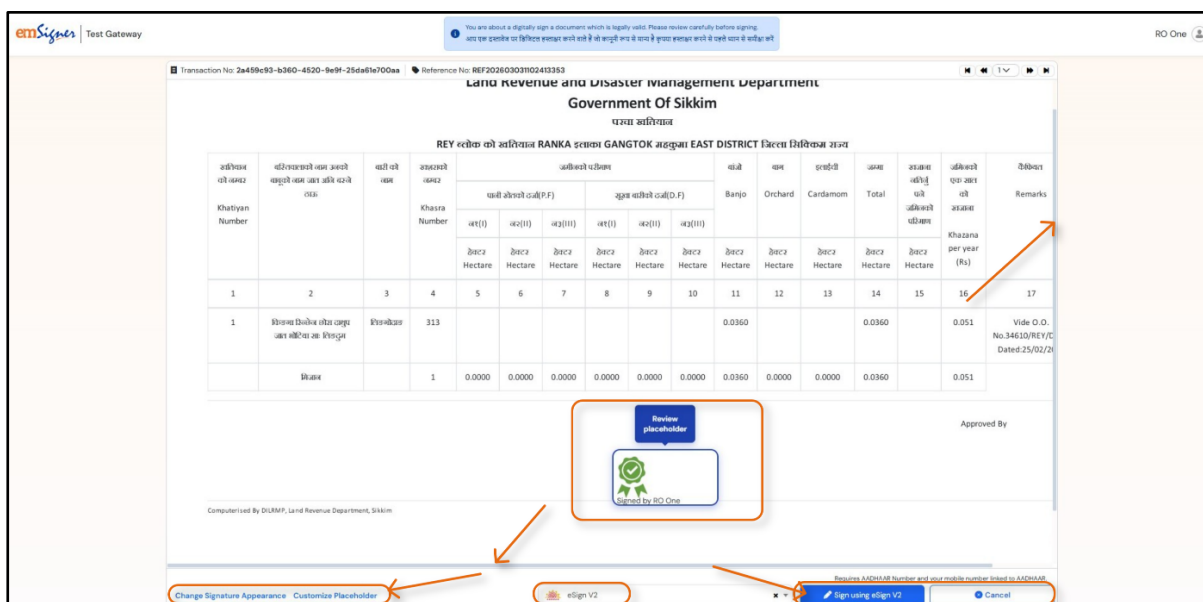


Fig 1.8

At the bottom of the screen, the following options are available:

- **Change Signature Appearance**
- **Customize Placeholder**
- **Sign using eSign V2**
- **Cancel**

Step5.5.1. Customize Signature Position

To manually adjust where the digital signature will appear:

1. Click on **“Customize Placeholder”**.
2. The **Aadhaar eSign – Signature Position** pop-up window will appear.
3. In this window:
 - **Select Page:** Choose the page number where the signature should be placed (e.g., First page).
 - **Signature Position:** Select the appropriate placement from the dropdown:
 - ❖ Top-Left
 - ❖ Top-Center
 - ❖ Top-Right
 - ❖ Middle-Left
 - ❖ Middle-Center
 - ❖ Middle-Right

- ❖ Bottom-Left
 - ❖ Bottom-Center
 - ❖ Bottom-Right
 - ❖ Customize Placeholder (manual positioning option)
4. Select the required position (e.g., Bottom-Right for Approved By section).
 5. Confirm the selection to return to the document preview, as illustrated in figure 1.9

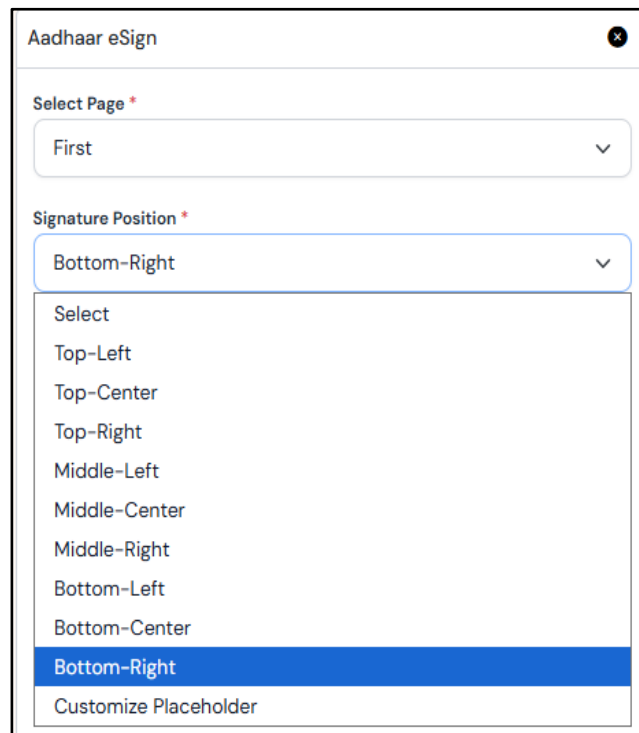


Fig 1.9

This ensures the digital signature is placed in the correct official signing area.

Step 5.5.2. Change Signature Appearance

To modify how the digital signature will look:

1. Click on **“Change Signature Appearance”**.
2. The **Signature Settings** window will appear.
3. In this window:
 - Enter or confirm the **Full Name** of the signing authority.
 - Choose one of the available **Sample Signature Styles**.
 - Alternatively, select the **Upload** tab to upload a custom signature image (if permitted).
 - Ensure **“Show Visual Appearance”** is enabled (if required).

4. Click **“Apply & Preview”** to confirm the selected signature style.
5. The system will return to the document preview with the updated signature appearance, as illustrated in figure 1.10.

Signature Settings Show Visual Appearance

Sample Signatures Upload

Full Name ?
RO One Apply

Sample Signature 1

Sample Signature 2

Sample Signature 3

Sample Signature 4

Cancel Apply & Preview

Fig 1.10

Step 5.5.3. Complete Digital Signing

1. After finalizing:
 - Signature Position
 - Signature Appearance
2. Click on **“Sign using eSign V2”**.

Step6. Aadhaar Authentication – eSign V2

- After clicking on **“Sign using eSign V2”**, the system redirects to the **emudhra eSign Service – eSign User Authentication** page, as shown above.
- This step is required to legally authenticate and apply the digital signature, as illustrated in figure 1.11.

The screenshot shows the 'eSign User Authentication' interface. At the top left is the 'emudhra' logo with the tagline 'Trust Delivered' and 'eSign Service'. The user role 'EMSIGNER' is displayed at the top right. A blue header bar contains the title 'eSign User Authentication'. The main content area includes the instruction: 'Enter Aadhaar Number / VID and authenticate using Aadhaar OTP linked with mobile to perform eSign.' Below this is a text input field labeled 'Aadhaar Number / VID' with a visibility icon (an eye with a slash) to its right. A large orange button labeled 'Send OTP' is positioned below the input field. At the bottom, there is a checkbox followed by the text: 'English: I am the holder of above Aadhaar Number. I hereby agree to authenticate myself using Aadhaar through eMudhra Limited and provide my consent to collect my Aadhaar and biometrics / OTP, to retrieve my personal details along with my email ID/mobile number (if provided) from UIDAI. I understand the purp... more'.

Fig 1.11

Step6.1. Enter Aadhaar Details

1. In the **Aadhaar Number / VID** field, enter:
 - Your 12-digit Aadhaar Number

OR

 - Your Virtual ID (VID)
2. Carefully review the consent declaration displayed below.
3. Tick the consent checkbox confirming:
 - You are the Aadhaar holder.
 - You authorize Aadhaar-based authentication through OTP.

Step6.2. Generate OTP

1. Click on the **“Send OTP”** button.
2. An OTP will be sent to the mobile number linked with the entered Aadhaar number.
3. Enter the received OTP in the designated field (as prompted on the next screen).

Step6.3. Complete Authentication

1. Submit the OTP.
2. Upon successful verification:
 - ❖ The digital signature will be applied to the Parcha.

- ❖ The system will redirect back to the application.
- ❖ The document will now be marked as **Digitally Signed**.

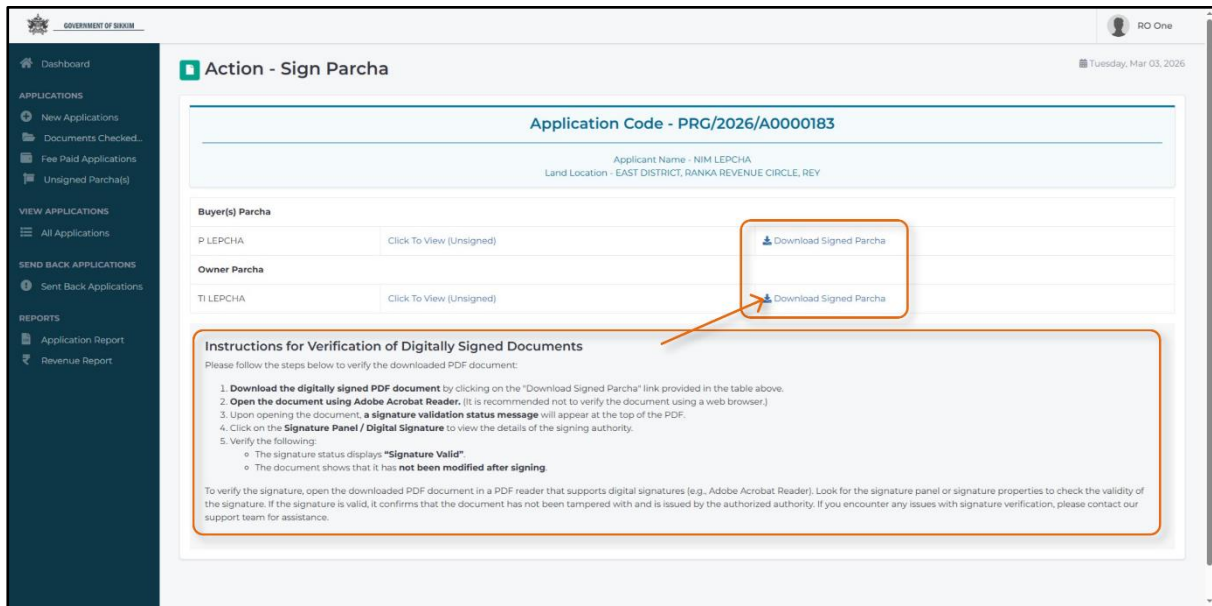


Fig 1.12

Step6.4. Download Signed Parcha

After successful signing:

- Click on **“Download Signed Parcha”** to download the digitally signed document.
- The document can be saved for official records.

Step7. Verify Digitally Signed Document

The page also provides instructions for verification of the digitally signed document, as illustrated in figure 1.12.

To verify:

1. Download the signed PDF.
2. Open it using **Adobe Acrobat Reader**.
3. Check the signature validation status at the top of the document.
4. Ensure the signature status shows **“Signature Valid”**.
5. Confirm that the document has not been modified after signing.

This completes the digital signing process of the Parcha.