

ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

## Department of Collegiate Education

ಗ್ರಂಥಾಲಯ ಬೇಬಾಕಿ ಪ್ರಮಾಣ ಪತ್ರಕ್ಕೆ ಅರ್ಜಿ

### Application for Issue of Library No Due Certificate

Step 1 : Enter the login details

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸೇವಾ ಸಿಂಧು  
Seva Sindhu

ಸೇವಾ ಸಿಂಧು

Apply for Service

Mobile No

OTP/Password

Get OTP

4bF7d5

Type here

Forgot Password | New user? Register here

Submit

Check Your Application Status

Select Department

Select Service

Enter your Application ID

Check Status Now

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Step 2 : Citizen Login will be displayed

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸೇವಾ ಸಿಂಧು  
Seva Sindhu

ಸೇವಾ ಸಿಂಧು

Menu

Manage Profile

Apply for services

View Status of Application

Messages & Alerts

ABOUT SEVA SINDHU

Seva Sindhu is an initiative of Govt of Karnataka to deliver the Government services at the doorsteps of the citizens. Seva Sindhu will be integrated with various service delivery channels of Govt of Karnataka, citizen service centers such as Bangalore One, Karnataka One, Atalji Jana Snehi Kendra and Bapuji Kendras and aims to bring to all departmental services on one platform. The objective is to provide Government services in a cashless, faceless and paperless manner. It is step towards provision of accessible, cost-effective, accountable and transparent government services to citizens.

Seva Sindhu provides a hassle free service delivery through reduced turnaround time, minimized visits to avail services and reduced opportunity cost. Seva Sindhu also aids the department in simplifying the processes of the department by removing cumbersome, time consuming and non-value add steps, thereby enhancing the citizen service delivery mechanism.

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Seva Sindhu

### Step 3 : Search the required service and click to open

The screenshot shows the 'Apply For Services' page on the Seva Sindhu portal. The user is logged in as 'Dr. Suraj Pawar'. The page displays a list of services available in Karnataka. The search term 'colle' is entered in the search box. The table below shows the search results:

Sl.No.	Service Name	Department Name
1	Application for Admission extract	Department of Collegiate Education
2	Application for approval to obtain Provisional Degree Certificate	Department of Collegiate Education
3	Application for issue of Library No Due Certificate	Department of Collegiate Education
4	Application for issue of No Due Certificate	Department of Collegiate Education
5	Application for issue of Study / bonafide Certificate	Department of Collegiate Education

Showing page 1 of 1. Navigation buttons: First, Previous, 1, Next, Last.

### Step 4 : Fill the application form

The screenshot shows the application form for 'Application for Issue of Library No Due Certificate' in the Department of Collegiate Education. The form is titled 'ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ' and 'ಗ್ರಂಥಾಲಯ ಬೇಬಾಕಿ ಪ್ರಮಾಣ ಪತ್ರಕ್ಕೆ ಅರ್ಜಿ'.

**Admission Details/ಕಾಲೇಜು ಪ್ರವೇಶಾತಿ ವಿವರಗಳು**

Admission number of the student/ವಿದ್ಯಾರ್ಥಿಯ ಪ್ರವೇಶಾತಿ ಸಂಖ್ಯೆ(Format:NNNN/YYYY-YY): 1111/2012-13

Status of the Course/ಕೋರ್ಸ್ ನ ಸ್ಥಿತಿ:  Completed /  Pursuing / ಪೂರ್ಣಗೊಂಡಿದೆ ಮುಂದುವರಿಯುತ್ತಿದೆ

Year for which Library No-Due Certificate is required? / ಯಾವ ವರ್ಷದ ಗ್ರಂಥಾಲಯ ಬೇಬಾಕಿ ಪ್ರಮಾಣ ಪತ್ರದ ಅಗತ್ಯವಿದೆ?: 2012-13

Registration Number/ನೋಂದಣಿ ಸಂಖ್ಯೆ: 1111111111

**Student Details/ವಿದ್ಯಾರ್ಥಿಯ ವಿವರಗಳು**

Name of the Student / ವಿದ್ಯಾರ್ಥಿಯ ಹೆಸರು: Inukurthi Kalyan Teja

Gender / ಲಿಂಗ: Male / ಪುರುಷ

Name of the Father / ತಂದೆಯ ಹೆಸರು: sdvdfb

Name of the Mother / ತಾಯಿಯ ಹೆಸರು: abjcdc

Mobile Number/ಮೊಬೈಲ್ ಸಂಖ್ಯೆ: 9741256972

DoB of the Student / ಹುಟ್ಟಿದ ದಿನಾಂಕ: 04/02/1991

## Step 5 : Fill the mandatory details required

← → ↻ https://serviceonline.gov.in/configureka/renderApplicationForm.do?serviceld=740001&UID=fbf88ad8-3bc0-4c98-9af4-c48327663dac&OWASP\_CSRFTOKEN=PCUD-96CL-0C37-K393-IRFG-IOCF-900U-JVKJ ☆

Address Field 1 / ವಿಳಾಸ 1 *	120
Address Field 2 / ವಿಳಾಸ 2	2nd cross
Address Field 3 / ವಿಳಾಸ 3	maruthi nagar
Country / ರಾಷ್ಟ್ರ *	India
State / ರಾಜ್ಯ *	KARNATAKA
District / ಜಿಲ್ಲೆ *	BENGALURU URBAN
Taluk / ತಾಲ್ಲೂಕು *	Bangalore North
PIN Code/ ಪಿನ್ ಕೋಡ್ *	560086

**College Details/ಕಾಲೇಜು ವಿವರಗಳು**

College/ಕಾಲೇಜು \*  UG/ಯು ಜಿ  PG/ಪಿ ಜಿ

Name of the District / ಜಿಲ್ಲೆಯ ಹೆಸರು \* Bangalore Urban |

Name of the Taluka / ತಾಲ್ಲೂಕು ಹೆಸರು \* Untitled |

Name and address of the College / ಕಾಲೇಜಿನ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ \* Untitled |

Name of the Course UG/ ಪೋಸ್ಟ್ ಗ್ರಾಜ್ ಹೆಸರು \* Please Select |

## Step 6 : Select the region and click ok

← → ↻ https://serviceonline.gov.in/configureka/renderApplicationForm.do?serviceld=750001&UID=31685cb6-e5a9-4c9b-90f8-7d062825afd8&OWASP\_CSRFTOKEN=O9GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KF7T ☆

Address of the student/ವಿದ್ಯಾರ್ಥಿಯ ವಿಳಾಸ

Address 1/ವಿಳಾಸ 1 \*  |

Address 2/ವಿಳಾಸ 2  |

Address 3/ವಿಳಾಸ 3  |

Country/ರೇಶ \*  |

State/ರಾಜ್ಯ \*  |

District/ಜಿಲ್ಲೆ \*  |

Taluk/ತಾಲ್ಲೂಕು \*  |

Postal Code/ಪೋಸ್ಟಲ್ ಕೋಡ್ \*  |

**Select Location**

District \* BENGALURU URBAN |

Sub District \* Bangalore North |

Ok Cancel Clear & Close

**College Details/ಕಾಲೇಜು ವಿವರಗಳು**

College/ಕಾಲೇಜು \*  UG/ಯು ಜಿ  PG/ಪಿ ಜಿ

Name of the District/ಜಿಲ್ಲೆಯ ಹೆಸರು \* Please Select |

Name of the Taluka/ತಾಲ್ಲೂಕು ಹೆಸರು \* Please Select |

## Step 7 : Click on I agree checkbox

https://serviceonline.gov.in/configureka/renderApplicationForm.do?serviceId=750001&UID=31685cb6-e5a9-4c9b-90f8-7d062825afd8&OWASP\_CSRFTOKEN=09GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KF7T

Taluk/ತಾಲ್ಲೂಕು \* Bangalore North

Postal Code/ಪೋಸ್ಟಲ್ ಕೋಡ್ \* 560086

**College Details/ಕಾಲೇಜು ವಿವರಗಳು**

College/ಕಾಲೇಜು \*  UG/ಯು ಜಿ  PG/ಪಿ ಜಿ

Name of the District/ಜಿಲ್ಲೆಯ ಹೆಸರು \* Bangalore Urban

Name of the Taluk/ತಾಲ್ಲೂಕು ಹೆಸರು \* Bangalore North

Name and address of the College/ಕಾಲೇಜಿನ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ \* Maharanis Arts, Commerce and Management College for Women, Bangalore - 560 001

Name of the UG Course/ಕೋರ್ಸ್ ಹೆಸರು \* BBM or BBA

Name of the UG combination/ಸಂಯೋಜನೆಯ ಹೆಸರು \* BBM or BBA

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree \*

## Step 8 : Fill the Captcha code shown below& submit

https://serviceonline.gov.in/configureka/renderApplicationForm.do?serviceId=750001&UID=31685cb6-e5a9-4c9b-90f8-7d062825afd8&OWASP\_CSRFTOKEN=09GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KF7T

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.


I Agree \*

**Additional Details**

Apply to the Office \* Government and Private College Office(Government and Private Colleges- Maharanis Arts Commerce and Management College for Women - Bangalore ) - Rural/Urban

This field is required.

**Word verification**




Please enter the characters shown above

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## Step 9 : A fully filled form will be generated for user verification

← → ↻ [https://serviceonline.gov.in/configureka/applyPageForm.do?OWASP\\_CSRFTOKEN=09GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KFTT&UID=2c47f216-eb45-4206-a311-fa5b11de20c5](https://serviceonline.gov.in/configureka/applyPageForm.do?OWASP_CSRFTOKEN=09GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KFTT&UID=2c47f216-eb45-4206-a311-fa5b11de20c5) ☆

Menu ☰ Themes Language 

- Manage Profile <
- Apply for services >
  - View all available services
  - View Status of Application <
  - Messages & Alerts <

**Admission Details/ಕಾಲೇಜು ಪ್ರವೇಶಾತಿ ವಿವರಗಳು**

Application Reference No :	Draft_CE001S/2019/00049
Admission number of the student/ವಿದ್ಯಾರ್ಥಿಯ ಪ್ರವೇಶಾತಿ ಸಂಖ್ಯೆ(Format:NNNNYYYY-YY) :	1111/2012-13
Status of the Course/ಕೋರ್ಸ್ ನ ಸ್ಥಿತಿ :	Completed/ಪೂರ್ಣಗೊಂಡಿದೆ
Year for which admission extract is required/ಯಾವ ವರ್ಷದ ಪ್ರವೇಶಾತಿ ವಿವರಗಳಿಗೆ ಅಗತ್ಯವಿದೆ :	2012-13
Registration Number/ರಜಿಸ್ಟ್ರೇಷನ್ ಸಂಖ್ಯೆ :	1111111111

**Student Details/ವಿದ್ಯಾರ್ಥಿಯ ವಿವರಗಳು**

Name of the Student/ವಿದ್ಯಾರ್ಥಿಯ ಹೆಸರು :	Inukurthi Kalyan Teja
Gender/ಲಿಂಗ :	Male/ಪುರುಷ
DoB of the Student/ಜನ್ಮದಿನಾಂಕ :	04/02/1991
Category of the Student/ವಿದ್ಯಾರ್ಥಿಯ ಪಾತಿ ಭರ್ತಿ :	GM
Name of the Father/ತಂದೆಯ ಹೆಸರು :	ABCDEF
Name of the Mother/ತಾಯಿಯ ಹೆಸರು :	GHIJKL

← → ↻ [https://serviceonline.gov.in/configureka/applyPageForm.do?OWASP\\_CSRFTOKEN=09GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KFTT&UID=2c47f216-eb45-4206-a311-fa5b11de20c5](https://serviceonline.gov.in/configureka/applyPageForm.do?OWASP_CSRFTOKEN=09GT-3G12-WENV-SWVG-QA7U-WEQG-2V3P-KFTT&UID=2c47f216-eb45-4206-a311-fa5b11de20c5) ☆

Name of the Taluk/ತಾಲ್ಲೂಕು ಹೆಸರು :	Bangalore North
Name and address of the College/ಕಾಲೇಜಿನ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ :	Maharanis Arts,Commerce and Management College for Women,Bangalore - 560 001
Name of the UG Course/ಕೋರ್ಸ್ ಹೆಸರು :	BBM or BBA
Name of the UG combination/ಸಂಯೋಜನೆಯ ಹೆಸರು :	BBM or BBA
Selected College :	Government and Private College Office(Government and Private Colleges- Maharanis Arts Commerce and Management College for Women - Bangalore )

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಒಪ್ಪಿಸುತ್ತೇನೆ.


I Agree :  Yes

**Additional Details**

Apply to the Office  Government and Private College Office(Government and Private Colleges- Maharanis Arts Commerce and Management College for Women - Bangalore )

14/2/2019 04:21:45 IST https://serviceonline.gov.in/configureka

Edit Attach Annexure Cancel Print Export to PDF Click here to initiate new application



## Step 10 : Attach the annextures and save them

Menu

Manage Profile

Apply for services

View all available services

View Status of Application

Messages & Alerts

Seva Sindhu

Themes Language Dr. Saral Panwar

### ATTACH ENCLOSURE(S)

Type of Enclosure *	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
ID Proof *	Photo ID proof issued by Co				Choose File sample.pdf Scan
	*upload .jpg,.zip,.jpeg,.png,.pdf file only				Fetch from DigLocker
Proof for no due *	Photocopy of Library borrow				Choose File sample.pdf Scan
	*upload .jpg,.zip,.jpeg,.png,.pdf file only				Fetch from DigLocker

Save Annexure Cancel Back

## Step 11 : Saved annextures will be displayed

Name and address of the College / ಇವರಿಗಿರುವ ಕಟ್ಟಡ ವಿಳಾಸ : Government First Grade College, Kadugudi - 560 067, Bangalore East

Name of the Course UG/ ಪದವಿ ಕೋರ್ಸ್ ಹೆಸರು : BBM or BBA

Name of the combination UG/ ಸಂಯೋಜಿತವಾದ ಹೆಸರು : Bachelor of Business Management or Bachelor of Business Administration

Selected College : Government and Private College Office(Government and Private Colleges- Government First Grade College Kadugudi - 560 067 Bangalore East )

#### Annexure List

1)	ID Proof	Photo ID proof issued by College or Govt
2)	Proof for no due	Photocopy of Library borrowers card

#### Additional Details

Apply to the Office : Government and Private College Office(Government and Private Colleges- Government First Grade College Kadugudi - 560 067 Bangalore East )

eSign and Submit Cancel Print Download PDF

## Step 12 : Click on e-sign and proceed

I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಈ ಆಧಾರದಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree : Yes

Annexure List

- 1) ID Proof [Photo Issued Govt](#)
- 2) Fee payment receipt [Address rece](#)

Additional Details

Apply to the Office

Consent Authentication Form

I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

1. Common Name (name as obtained from e-KYC)
2. Unique Identifier (hash of Aadhaar number)
3. Pseudonym (unique code sent by UIDAI in e-KYC response)
4. State or Province (state as obtained from e-KYC)
5. Postal Code (postal code as obtained from e-KYC)
6. Telephone Number (hash of phone as obtained from e-KYC)

I understand that ServicePlus shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I agree with above user consent and eSign terms and conditions

Proceed Download Document

Sign and Submit Cancel Print Download PDF

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## Step 13 : E-sign page will be displayed . Fill aadhar number to get OTP and proceed to payment

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CDAC Centre for Development of Advanced Computing

You are currently using C-DAC eSign Service and have been redirected from

Hastakshar  
C-DAC's eSign Service

Aadhaar Based e-Authentication

795425207332 [Get Virtual ID](#)

Enter Your Aadhaar OTP [View Document Information](#)

[Get OTP](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

## Step 14 : Sakala acknowledgement will be generated.

**APPLICATION ACKNOWLEDGEMENT**

**ಕರ್ನಾಟಕ ಸರ್ಕಾರ**

**Sakala Acknowledgement/ಸರ್ಕಾರ ಸ್ವೀಕೃತಿ**

Office Name / ಕಛೇರಿ ಹೆಸರು	Department of Collegiate Education, ಇಲಾಖೆ ಹೆಸರು
Sakala No / ಸರ್ಕಾರ ಸಂಖ್ಯೆ	CE0035190000022
Sakala Date / ಸರ್ಕಾರ ದಿನಾಂಕ	19/02/2019
Service Requested / ಸೇವೆಗೆ ಸಂಬಂಧಿಸಿದ ಸೇವೆ	Application for approval to obtain Provisional Degree Certificate, ಅಧ್ಯಯನ ವ್ಯವಸ್ಥಾಪಕ ಕಛೇರಿ, ಅರ್ಜಿ
Applicant Name / ಅರ್ಜಿದಾರರ ಹೆಸರು	Inkurthi Kavya Teja
Applicant Address / ಅರ್ಜಿದಾರರ ವಿಳಾಸ	120 5th cross, maruthi nagar, KARNATAKA, BENGALURU URBAN - 560066 Bangalore North
Mobile No / ಮೊಬೈಲ್ ಸಂಖ್ಯೆ	9741296972

Documents Submitted / ದಾಖಲಾತಿ ನೀಡಿದ ದಾಖಲೆ	Type of document(s)	Document(s) Attached
Proof of course completion	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	Scanned copy of Marka cards of all the semesters
Payment Status / ಪಾವತಿ ಸ್ಥಿತಿ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Payment Mode / ಪಾವತಿ ವಿಧಾನ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Transaction ID / ಸಂವಹನದ ಐಡಿ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Transaction Date and Time / ಸಂವಹನದ ದಿನಾಂಕ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Transaction Reference Number / ಸಂವಹನದ ಐಡಿ ಸಂಖ್ಯೆ (As applicable)	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Total Amount Paid / ಸಂಪೂರ್ಣ ಪಾವತಿಸಿದ ಮೊತ್ತ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Application Fee / ಅರ್ಜಿ ಶುಲ್ಕ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Service Charge / ಸೇವಾ ಶುಲ್ಕ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	
Transaction Charge / ಸಂವಹನದ ಶುಲ್ಕ	Not Applicable/ಅನ್ವಯಿಸುವುದಿಲ್ಲ	

**Note:**

- This service request will be processed within 7 working days. ಈ ಸೇವೆಯ ಅರ್ಜಿಯನ್ನು 7 ಕೆಲಸದ ದಿನಗಳಲ್ಲಿ ವಿಳೇ ವ್ಯಾಜ್ಯವಾಗುವುದು.
- You can check the status of this service request on website <http://sevasindhu.karnataka.gov.in/> or <http://sakala.kan.in/> ಈ ಸೇವೆಯ ಸ್ಥಿತಿ ತಿಳಿಯಲು <http://sevasindhu.karnataka.gov.in/> ಅಥವಾ <http://sakala.kan.in/> ವೆಬ್‌ಸೈಟ್, ಲಾಗ್ ಇನ್ ಆಗಿರಿ.
- You can appeal to competent officer in case of your application is rejected/delayed/defaulted by this designated officer/ಬೆಂಬಲಿತ ಅಧಿಕಾರಿಯಿಂದ ನಿರಾಕರಿಸಿದರೆ, ತಡವಾಡಿದರೆ/ನಿರಾಕರಿಸಿದರೆ, ತನ್ನ ಅರ್ಜಿ ವಿಳೇವಾದರಾದಲ್ಲಿ, ತಾತ್ಕಾಲಿಕವಾಗಿ ಸಂಪರ್ಕಿಸಬಹುದು.

Print Export to PDF

## Step 15: Login to the Librarian account and select the service

**ಕರ್ನಾಟಕ ಸರ್ಕಾರ** **ಸೇವಾ ಸಿಂಧು** **Seva Sindhu**

Menu: Manage Profile, Message Box, DSC Management, Reports

Message Box / Inbox

Please select Service \*

Select Task \*

From Date:  To Date:

App Ref No.



## Step 16: Pull the application


Serviceonline.gov.in configuration page showing application list for 'Application for issue of Library No Due Cert' with 'Librarian Verification' task. The table shows 1 entry with status 'Forwarded' and action 'Pull'.


Sl.No.	Application Number	Status	Action	Return to Pool
1	CE0045190000026	Forwarded	Pull	

## Step 17: Forward it to the principal for Approval

Serviceonline.gov.in configuration page showing application processing form for 'Application for issue of Library No Due Certificate' with 'Librarian Verification' task. The form includes fields for 'Action / ಕ್ರಿಯೆ' (Forward / ಮುಂದಿನ ಕ್ರಮಕ್ಕಾಗಿ), 'Task / ಕಾರ್ಯ' (Principal Approval or Rejection), 'Upload Scanned Copy / ಸ್ಕಾನ್ ಮಾಡಲಾದ ನಕಲನ್ನು ಅಪ್ಲೋಡ್ ಮಾಡಿ', and 'Remarks/ಅಭಿಪ್ರಾಯಗಳು' (forward).

← → ↻ [https://serviceonline.gov.in/configureka/applicationAction.do?OWASP\\_CSRFTOKEN=OQQQ-Z3AY-MANT-EMVG-6DCJ-0BTZ-S9UC-J6OE&modifySubmission=&homeTrack=](https://serviceonline.gov.in/configureka/applicationAction.do?OWASP_CSRFTOKEN=OQQQ-Z3AY-MANT-EMVG-6DCJ-0BTZ-S9UC-J6OE&modifySubmission=&homeTrack=) ☆ 👤

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Menu Themes Language Librarian-Govt Arts College

- Manage Profile
- Message Box
  - Inbox
  - Sent Applications
- DSC Management
- Reports


Successfully Submitted


Back to Inbox



## Step 18: Login to the principal account and select the service

← → ↻ [https://serviceonline.gov.in/configureka/approvalServiceList.do?OWASP\\_CSRFTOKEN=P9XL-BHFX-TFNG-V8NU-H6TR-DKGD-SZGV-CZVS](https://serviceonline.gov.in/configureka/approvalServiceList.do?OWASP_CSRFTOKEN=P9XL-BHFX-TFNG-V8NU-H6TR-DKGD-SZGV-CZVS) ☆ 👤

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Menu Themes Language Principal - Govt Arts College

- Manage Service
- Manage Profile
- User Management
- Message Box
  - Inbox
  - Sent Applications
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports
- Department Level Configuration
- SMS Configuration
- Web Service Integration

Message Box / Inbox


Please select Service \* Application for issue of Library No Due Cert

Select Task \* Principal Approval or Rejection

From Date : 01/01/2017 To Date : 22/02/2019

App Ref No.

Get Data



## Step 19: Pull the application

The screenshot shows the 'Message Box / Inbox' interface. The user is logged in as 'Principal - Govt Arts College'. The interface includes a left-hand menu with options like 'Manage Service', 'Manage Profile', 'User Management', 'Message Box', 'Grievance', 'Payment Settlement Report', 'DSC Management', 'Department/Local Body Mapping', 'Reports', 'Department Level Configuration', 'SMS Configuration', and 'Web Service Integration'.

The main content area has the following filters:

- Please select Service \*:** Application for issue of Library No Due Cert
- Select Task \*:** Principal Approval or Rejection
- From Date:** 01/01/2017
- To Date:** 22/02/2019
- App Ref No.:** (empty field)

A green 'Get Data' button is located at the bottom right of the filter section.

The results table shows 1 entry:

Sl.No.	Application Number	Status	Action	Return to Pool
1	CE0045190000026	Forwarded	Pull	

The footer contains logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, India.gov.in, DeitY, and PMINDIA. It also includes a technical disclaimer: 'Site is technically designed, hosted and maintained by National Informatics Centre. Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj. POWERED BY SERVICEPLUS'.

## Step 20: Approve/ Reject based on the details. Add remarks if applicable

The screenshot shows the 'View Processing History' page. The user is logged in as 'Principal - Govt Arts Coll'. The page displays the details of the application selected in Step 19:

- Service Name-:** Application for issue of Library No Due Certificate
- Current Task-:** Principal Approval or Rejection
- Application Reference Number-:** CE0045190000026
- Application Received Date-:** 22-02-2019

The 'View Processing History' section shows a single entry:

- Principal Approval or Rejection**
- Action / ಕ್ರಮ \*:**
  - Reject / ತಿರಸ್ಕರಿಸಿ
  - Approve / ಅನುಮೋದಿಸಿ
  - Seek clarification from Librarian/ಗ್ರಂಥಪಾಲಕರಿಂದ ಸ್ಪಷ್ಟೀಕರಣ ಕೋರುವುದು
- Remarks/ಟಿಪ್ಪಣಿ \*:** approved

At the bottom of the page, there are four buttons: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), and 'Back to Inbox' (blue).

Step 21: Output certificate will be generated . Sign the document using dsc or e-sign

The screenshot shows a web application interface. At the top, there is a header with the Government of Karnataka logo on the left, the text 'ಸೇವಾ ಸಿಂಧು Seva Sindhu' in the center, and another logo on the right. Below the header is a yellow navigation bar with a 'Menu' icon on the left and 'Themes', 'Language', and 'Principal - Govt Arts College' on the right. A left sidebar contains a menu with items like 'Manage Service', 'Manage Profile', 'User Management', 'Message Box', 'Grievance', etc. The main content area displays a form with the text 'Digital Signature is Mandatory: How would you like to proceed?' and radio buttons for 'Using DSC' (selected) and 'Using eSign'. Below this is a table titled 'Document(s) to be generated' with columns for 'Document Name', 'DSC Required', and 'View Document'. The table contains one row: 'Output Certificate', 'Mandatory', and a document icon. At the bottom of the form are buttons for 'Submit', 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'.

Step 22: Sample output certificate

The screenshot shows a PDF document titled 'Certificate (1).pdf'. The document is from the 'GOVERNMENT OF KARNATAKA' and the 'Department of Collegiate Education'. It is for 'Government Arts College, Dr B R Ambedkar Veedhi, Bangalore - 560 001'. The certificate is in Kannada and English. The text in Kannada reads 'ಗ್ರಂಥಾಲಯ ಬೇಬಾಕೆ ಪ್ರಮಾಣ ಪತ್ರ'. The date is 'ದಿನಾಂಕ : 22/02/2019'. The English text reads 'ಶ್ರೀ / ಕುಮಾರಿ Inukurthi Kalyan Teja ಎಂಬ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿಯು ನಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ 2019-22 ಸಾಲಿನಲ್ಲಿ BCom , Bachelor of Commerce ತರಗತಿಯಲ್ಲಿ ಪಠ್ಯಾಂಗ ಮಾಡಿದ್ದು, ಈ ಕಾರ್ಯದ ಯಾವ ರೀತಿಯಲ್ಲೂ ಬಾಕಿ ಇರುವುದಿಲ್ಲವೆಂದು ಈ ಮೂಲಕ ದೃಢೀಕರಿಸಲಾಗಿದೆ'. There is a QR code on the left and the signature 'ಪ್ರಾಂಶುಪಾಲರು' on the right. A large red watermark 'Test Data -- Test Data' is overlaid diagonally across the center of the document.

## Step 23: Click on e-sign and proceed

The screenshot shows a web application interface with a dark green sidebar menu on the left. The main content area is partially obscured by a white modal window titled "Consent Authentication Form". The form contains the following text:

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number, and/or One Time Pin (OTP) data for Aadhaar based authentication for the purposes of eSigning the document generated from the service titled "Application for issue of Library No Due Certificate". I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

1. Common Name (name as obtained from e-KYC)
2. Unique Identifier (hash of Aadhaar number)
3. Pseudonym (unique code sent by UIDAI in e-KYC response)
4. State or Province (state as obtained from e-KYC)
5. Postal Code (postal code as obtained from e-KYC)
6. Telephone Number (hash of phone as obtained from e-KYC)

I understand that ServicePlus shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I agree with above user consent and eSign terms and conditions

Buttons: No, Proceed

## Step 24: Enter adhar number to get otp and login to sign the document

The screenshot shows the "Aadhaar Based e-Authentication" page. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India, Digital India (Power To Empower), and CDAC (Centre for Development of Advanced Computing). Below the logos, a message states: "You are currently using C-DAC eSign Service and have been redirected from".

The main form area is titled "Aadhaar Based e-Authentication" and contains the following fields and elements:

- Aadhaar Number field: 795425207332
- Virtual ID field: ..... (with a "Get Virtual ID" link)
- Consent checkbox:  I have read and provide my consent
- Link: [View Document Information](#)
- Buttons: Submit, Cancel
- Text: Not Received OTP? [Resend OTP](#)

## Step 25: Document will be signed successfully

The screenshot displays the Seva Sindhu web portal interface. At the top, the browser address bar shows the URL: `serviceonline.gov.in/configureka/saveAfterEsignDocument.do?spdiApplId=9235&spdiApplCurrentProcessId=38133&tempId=472&OWASP_CSRFTOKEN=FADP-RLDQ-ODKD-IJR-BWCR-G43P-GHMK-O...`. The page header includes the Government of India emblem, the text "Seva Sindhu" in Hindi and English, and a logo for "Seva Sindhu". A navigation menu on the left lists various services such as "Manage Service", "Manage Profile", "User Management", "Message Box", "Grievance", "Payment Settlement Report", "DSC Management", "Department/Local Body Mapping", "Reports", "Department Level Configuration", "SMS Configuration", and "Web Service Integration". The "Message Box" section is expanded, showing "Inbox" and "Sent Applications". A central white box displays the message "Successfully Submitted" in red text, with a "Back to Inbox" button below it. The footer contains logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, DeitY, and PMINDIA. The user profile in the top right corner identifies the user as "Principal - Govt Arts College".