

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

USER MANUAL

(DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS)

**National Informatics Centre
Goa State Centre
Porvorim – Goa**

December 2022

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

INDEX

SR NO	TITLE	PAGE NO
1	Certify Births Records	6
2	Certify Deaths Records	11

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

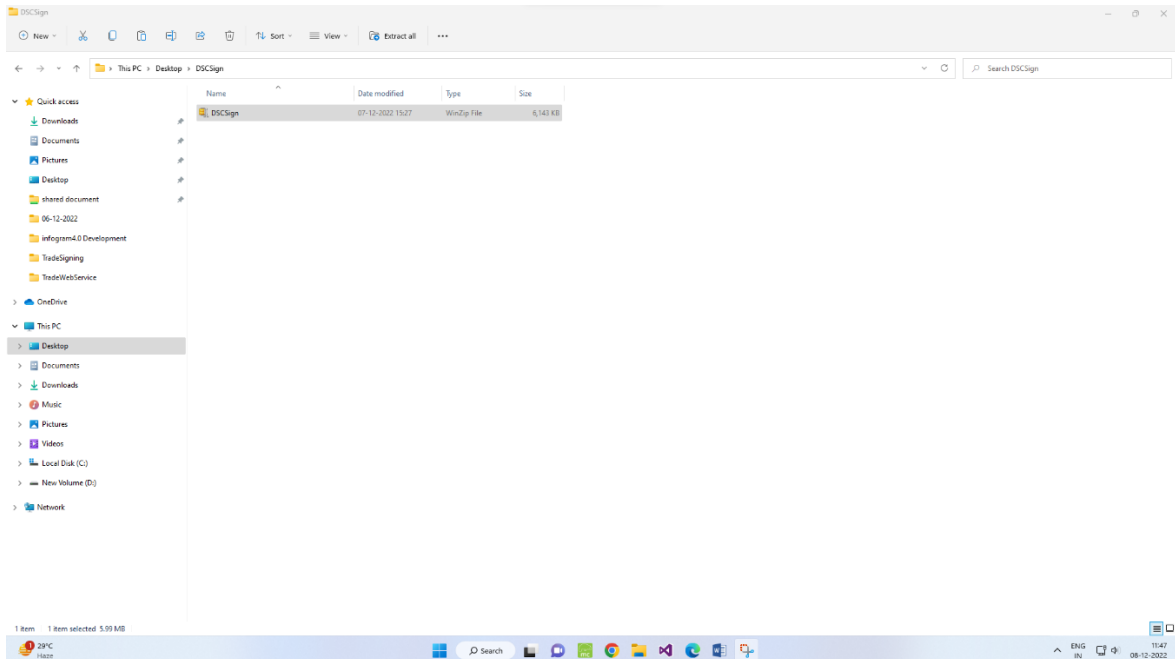
PROCEDURE:

1. Pre-requisites:

- Pre-requisites for Digital Signing application is installation of DSC token drivers and Dotnetframework4.5.2.
- So install drivers from the CD provided with Digital Signing token.
- Then proceed with Download and installation of Dotnetframework4.5.2.

2. Steps to Download the Application:

- Download the file “Digital Signing Application.zip” from the link provided on Homepage of Infogram portal for which the link is : <https://infogram.goa.gov.in>
- Unzip Digital Signing Application.zip to the folder on your desktop.



3. Steps to Install the Application:

- Open the “Digital Signing Application” folder from your desktop and Double Click on “DSCSign” windows installer package.
- Then proceed with installation: click next, next, next, close.
- After successful installation of Digital Signing application, Shortcut will be created

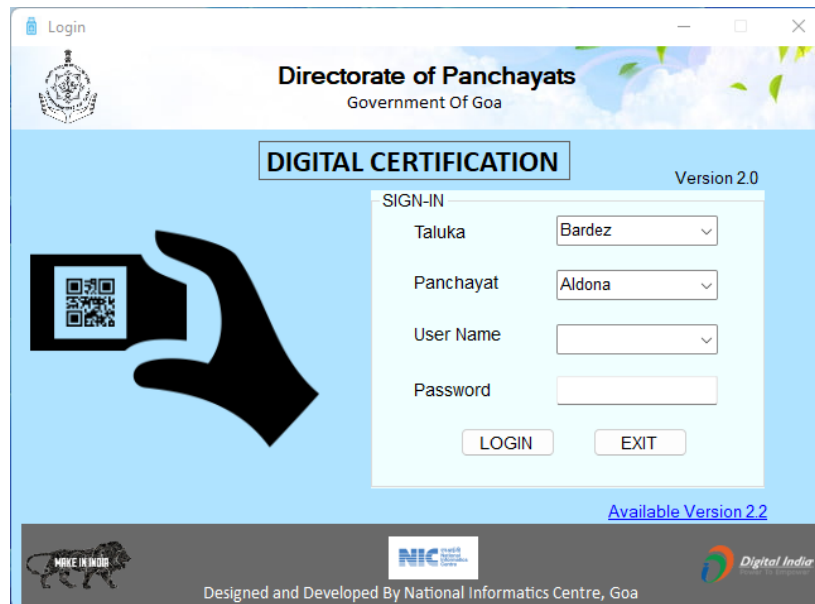
DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

on your desktop.

- Double click on the shortcut and start the app.

4. Steps to Start the Application

- Insert your USB token to your CPU and start the app.
- On login page select your Taluka and Panchayat from the list or simply type name and then enter username and Password of Infogram and click on “LOGIN” button.



The screenshot shows the login interface of the 'DIGITAL CERTIFICATION' application. The window title is 'Login'. The header includes the Government of Goa emblem and the text 'Directorate of Panchayats Government Of Goa'. The main heading is 'DIGITAL CERTIFICATION' with 'Version 2.0' to its right. On the left, there is a graphic of a hand holding a device displaying a QR code. The 'SIGN-IN' section contains the following fields: 'Taluka' (dropdown menu with 'Bardez' selected), 'Panchayat' (dropdown menu with 'Aldona' selected), 'User Name' (text input field), and 'Password' (password input field). Below these fields are 'LOGIN' and 'EXIT' buttons. At the bottom right, there is a link for 'Available Version 2.2'. The footer features the 'MAKE IN INDIA' logo, the 'NIC' logo, and the 'Digital India' logo, along with the text 'Designed and Developed By National Informatics Centre, Goa'.

- Click on “EXIT” button to close the app (if you want to close the app).

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

Login

Directorate of Panchayats
Government Of Goa

DIGITAL CERTIFICATION Version 2.0

SIGN-IN

Taluka

Panchayat

User Name

Password

[Available Version 2.2](#)

MAKES IN INDIA NIC Digital India

Designed and Developed By National Informatics Centre, Goa

- After Successful Login , You will be navigated to the home page:

Home

Directorate of Panchayats
Government Of Goa

Office Of The Village Panchayat , Aldona
Choose Service for Digital Signing

Welcome, VPSecretary

Births / Deaths

Birth Certificate 253

Death Certificate 328

EoDB Services

Trade Licence and Signboard

Construction Licence

Occupancy Certificate

Other Services

Residence Certificate

Income Certificate

NOC Water

NOC Electricity

- Click on “LOGOUT” button if you wish to discontinue....

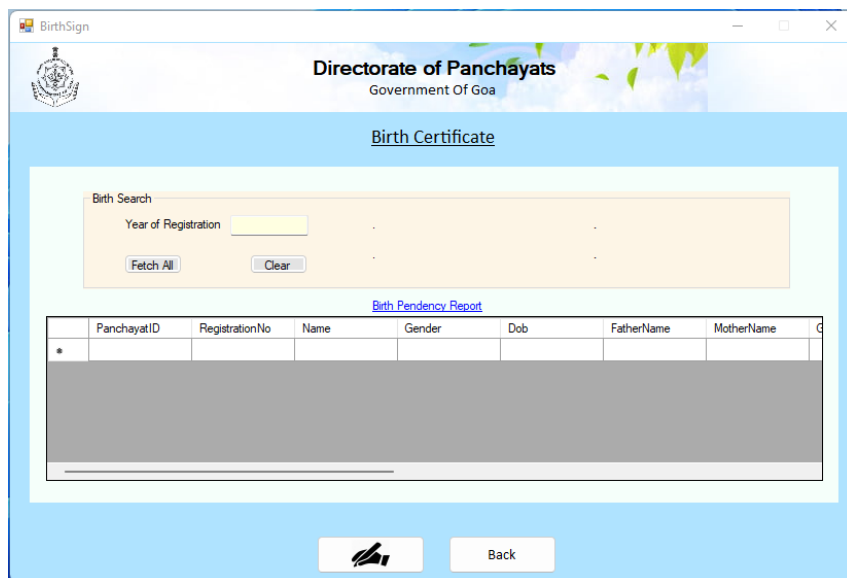
DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

1. Certify Births Records:

- Now from inside “Birth/Deaths”, select “Birth Certificate”



- After clicking on “Birth Certificate” , this window will be opened :



- Enter the year of registration and click on “FETCH ALL”

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

BirthSign

Directorate of Panchayats
Government Of Goa

Birth Certificate

Birth Search

Year of Registration: 2018

Fetch All Clear

[Birth Pendency Report](#)

PanchayatID	RegistrationNo	Name	Gender	Dob	FatherName	MotherName	G
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Sign Logo Back

- Wait till the set of records are displayed in grid.

BirthSign

Directorate of Panchayats
Government Of Goa

Birth Certificate

Birth Search

Year of Registration: 2018

Unsigned Records: 4 Total Unsigned Records: 250

Signed Records: 21 Total Signed Records: 3443

Fetch All Clear

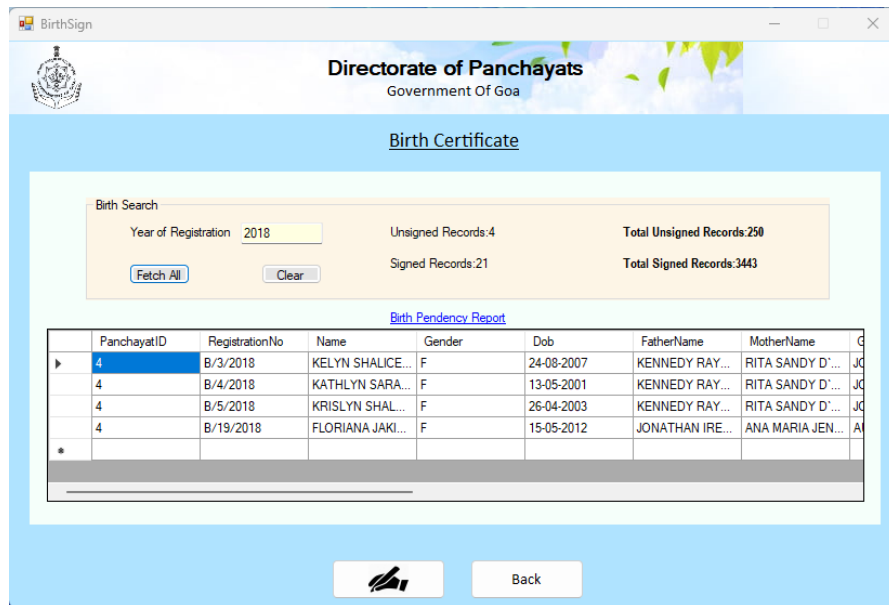
[Birth Pendency Report](#)

PanchayatID	RegistrationNo	Name	Gender	Dob	FatherName	MotherName	G
4	B/3/2018	KELYN SHALICE...	F	24-08-2007	KENNEDY RAY...	RITA SANDY D'...	JQ
4	B/4/2018	KATHLYN SARA...	F	13-05-2001	KENNEDY RAY...	RITA SANDY D'...	JQ
4	B/5/2018	KRISLYN SHAL...	F	26-04-2003	KENNEDY RAY...	RITA SANDY D'...	JQ
4	B/19/2018	FLORIANA JAKI...	F	15-05-2012	JONATHAN IRE...	ANA MARIA JEN...	AI

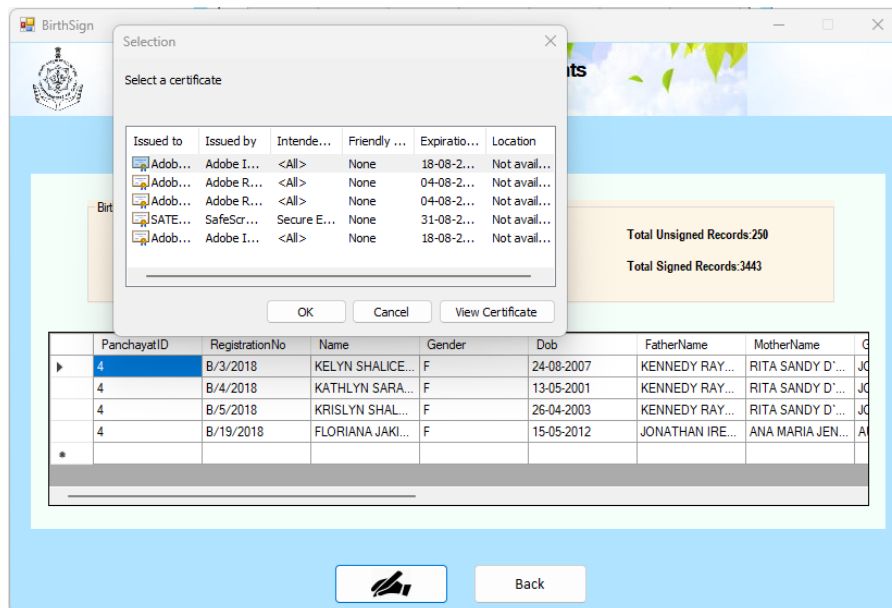
Sign Logo Back

- Along with the records, on top you will see unsigned and signed records count for the year you have just entered and top right corner will see total unsigned and signed records for the entire Panchayat that you have logged in.
- To bulk sign the records at once, click on the square button on which the sign logo is displayed.

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

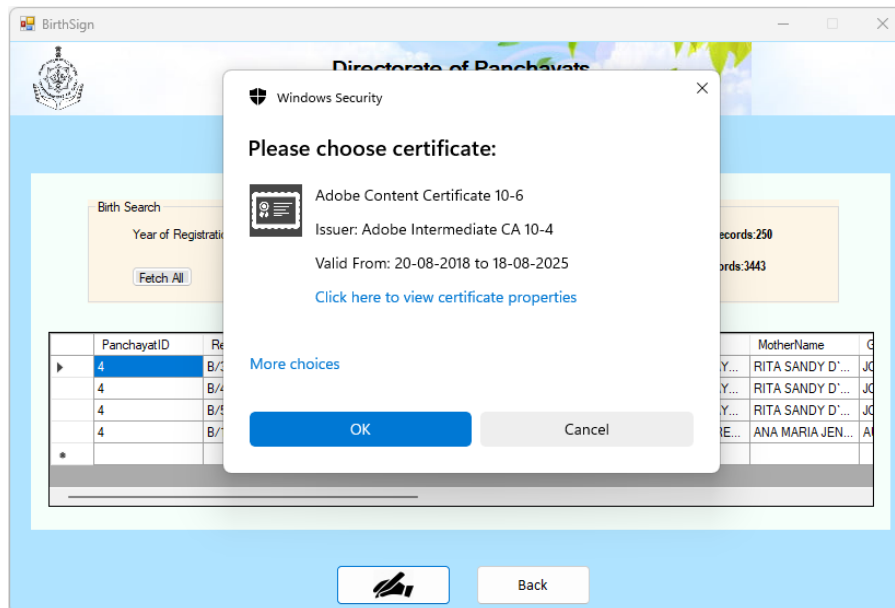


- Once Clicked, Select your Certificate from the list of certificates and make sure you don't select encrypting file system which comes by default but select the one issued to you.

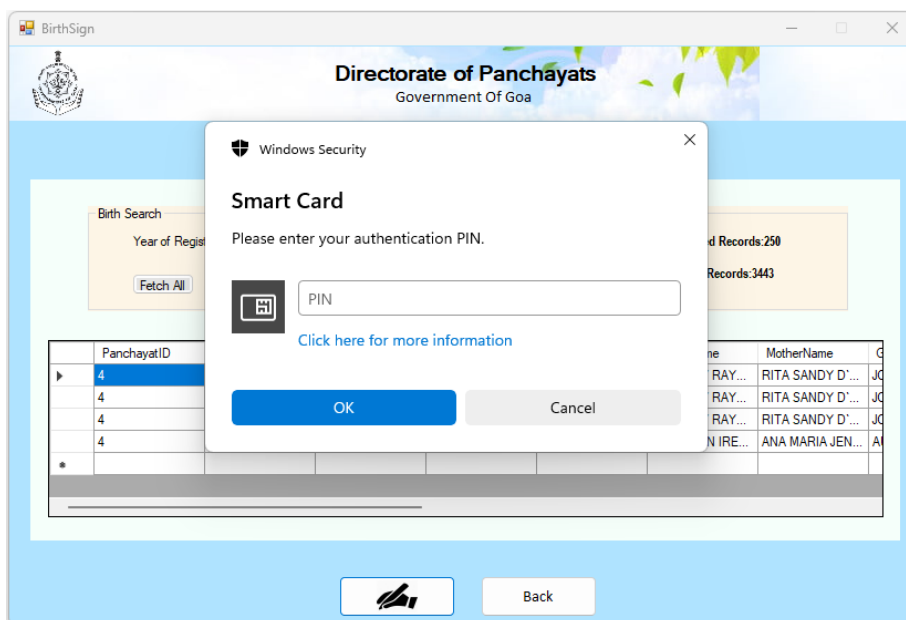


- After Clicking on "OK", you will be again asked to choose your certificate.

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS



- After Clicking on “OK”, enter the pin of your token and click “OK”.



- Signing Process will start, you will see at the bottom “Signing is in ProcessPleaseWait!!” while it is signing. Wait till you get signed message.

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

BirthSign

Directorate of Panchayats
Government Of Goa

Birth Certificate

Birth Search

Year of Registration: 2018

Unsigned Records: 4 Total Unsigned Records: 250

Signed Records: 21 Total Signed Records: 3443

Fetch All Clear

Birth Pendency Report

PanchayatID	RegistrationNo	Name	Gender	Dob	FatherName	MotherName	G
4	B/3/2018	KELYN SHALICE...	F	24-08-2007	KENNEDY RAY...	RITA SANDY D'...	JC
4	B/4/2018	KATHLYN SARA...	F	13-05-2001	KENNEDY RAY...	RITA SANDY D'...	JC
4	B/5/2018	KRISLYN SHAL...	F	26-04-2003	KENNEDY RAY...	RITA SANDY D'...	JC
4	B/19/2018	FLORIANA JAKI...	F	15-05-2012	JONATHAN IRE...	ANA MARIA JEN...	AI

Signing is in ProcessPlease Wait!!

Back

- After successful signing of data, you will get the signed message. Click “OK”.

BirthSign

Directorate of Panchayats
Government Of Goa

Birth Certificate

Birth Search

Year of Registration: 2018

Unsigned Records: 4 Total Unsigned Records: 250

Signed Records: 21 Total Signed Records: 3443

Fetch All Clear

Birth Data signed

OK

PanchayatID	RegistrationNo	Name	Gender	Dob	FatherName	MotherName	G
4	B/3/2018	KELYN SHALICE...	F	24-08-2007	KENNEDY RAY...	RITA SANDY D'...	JC
4	B/4/2018	KATHLYN SARA...	F	13-05-2001	KENNEDY RAY...	RITA SANDY D'...	JC
4	B/5/2018	KRISLYN SHAL...	F	26-04-2003	KENNEDY RAY...	RITA SANDY D'...	JC
4	B/19/2018	FLORIANA JAKI...	F	15-05-2012	JONATHAN IRE...	ANA MARIA JEN...	AI

Back

- In order to fetch next set of Records, you can simply click on “FETCH ALL” again and repeat the procedure till all records are signed for that particular year. In order to go to next year click “CLEAR” button and enter year and repeat the procedure.

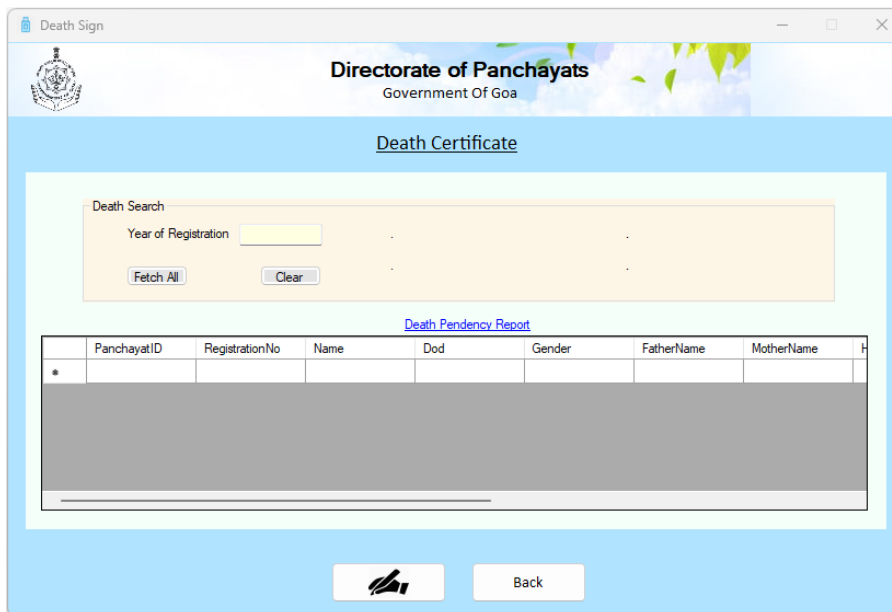
DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

2. Certify Deaths Records:

- Now from inside “Birth/Deaths”, select “Death Certificate”



- After clicking on “Death Certificate” , this window will be opened :



DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

- Enter the year of registration and click on “FETCH ALL”

Death Sign

Directorate of Panchayats
Government Of Goa

Death Certificate

Death Search

Year of Registration 2012

Fetch All Clear

[Death Pendency Report](#)

PanchayatID	RegistrationNo	Name	Dod	Gender	FatherName	MotherName
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Back

- Wait till the set of records are displayed in grid.

Death Sign

Directorate of Panchayats
Government Of Goa

Death Certificate

Death Search

Year of Registration 2012

Unsigned Records: 5 Total Unsigned Records: 323

Signed Records: 71 Total Signed Records: 3722

Fetch All Clear

[Death Pendency Report](#)

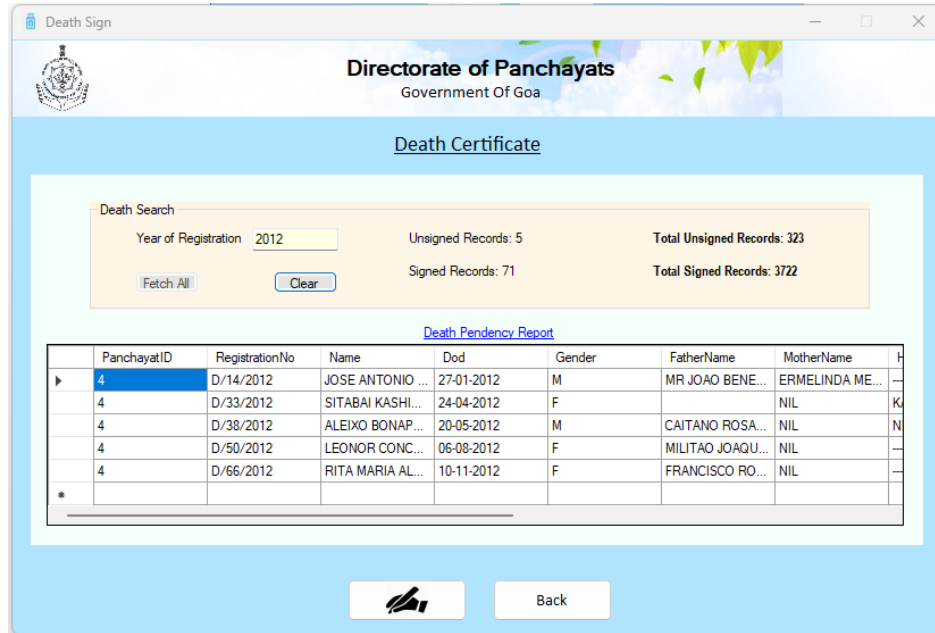
PanchayatID	RegistrationNo	Name	Dod	Gender	FatherName	MotherName
4	D/14/2012	JOSE ANTONIO ...	27-01-2012	M	MR JOAO BENE...	ERMELINDA ME...
4	D/33/2012	SITABAI KASHI...	24-04-2012	F		NIL
4	D/38/2012	ALEIXO BONAP...	20-05-2012	M	CAITANO ROSA...	NIL
4	D/50/2012	LEONOR CONC...	06-08-2012	F	MILITAO JOAQU...	NIL
4	D/66/2012	RITA MARIA AL...	10-11-2012	F	FRANCISCO RO...	NIL

Back

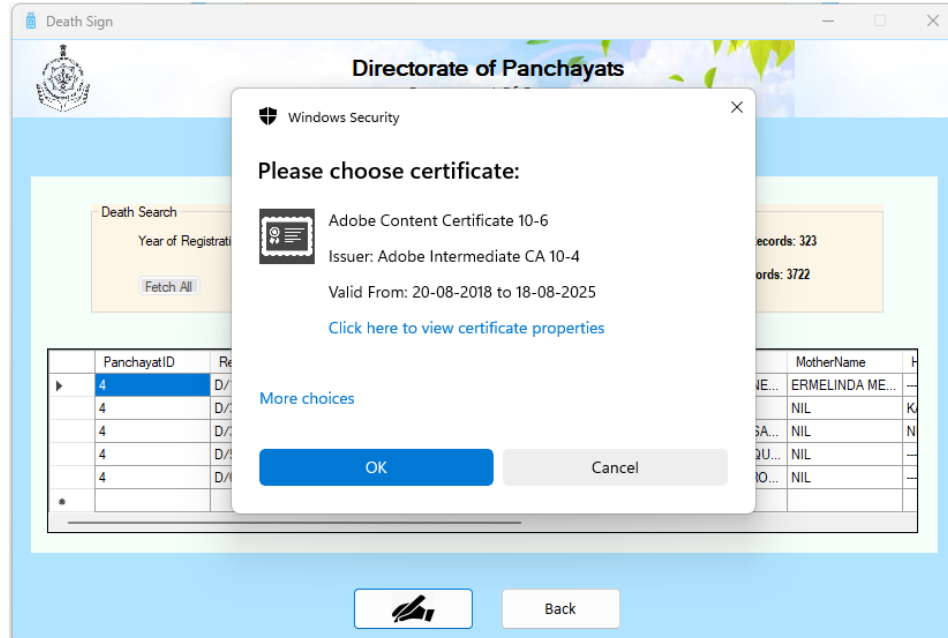
- Along with the records, on top you will see unsigned and signed records count for the year you have just entered and top right corner you will see total unsigned and signed records for the entire Panchayat that you have logged in.

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

- To bulk sign the records at once, click on the square button on which the sign logo is displayed.

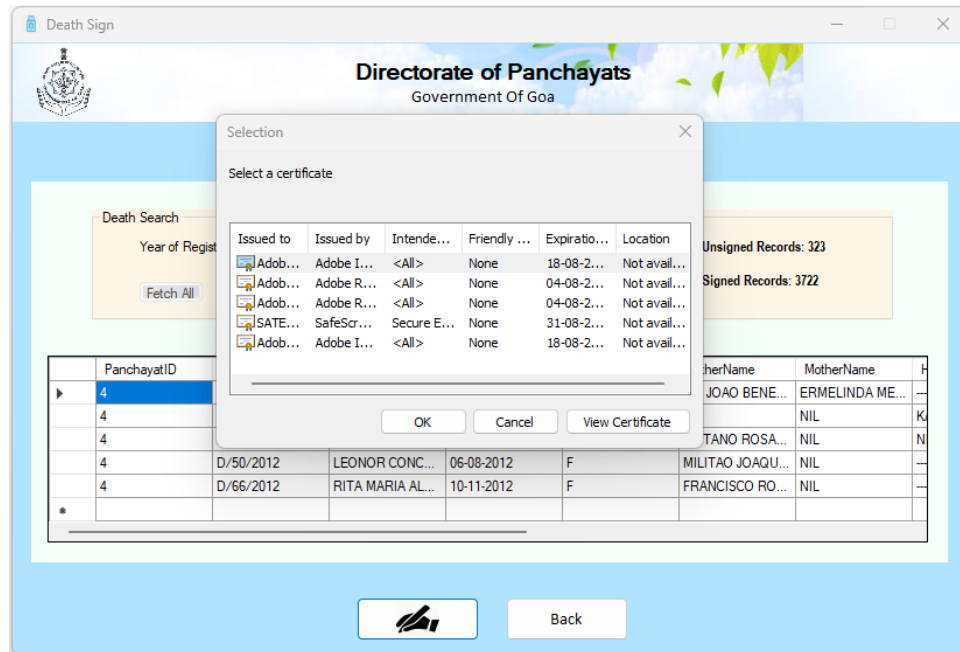


- You will be asked to choose your certificate.

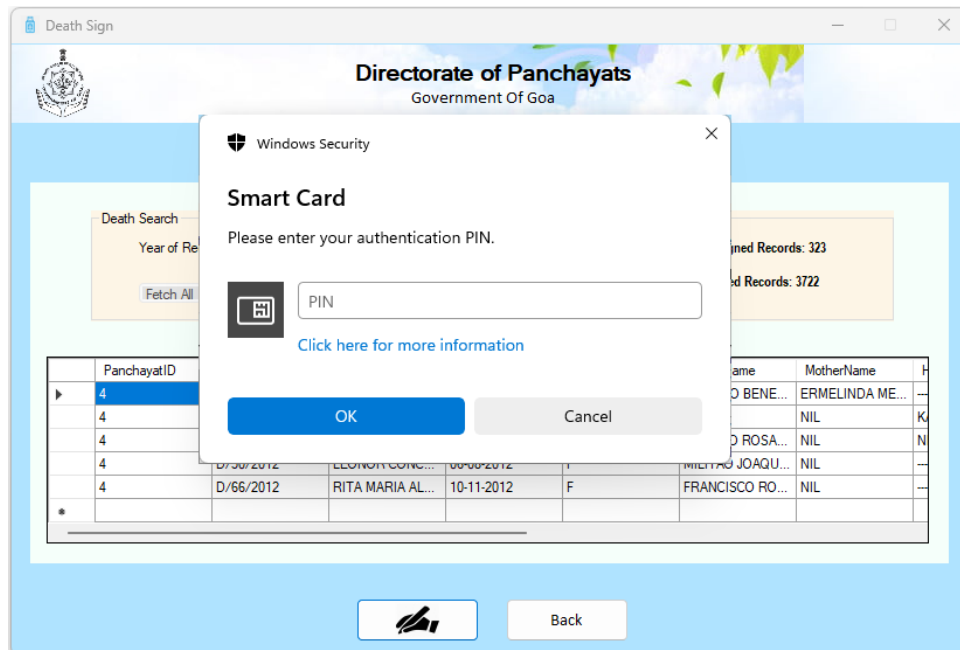


DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

- Select your Certificate from the list of certificates and make sure you don't select encrypting file system which comes by default but select the one issued to you.



- After Clicking on "OK", enter the pin of your token and click "OK".



DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

- Signing Process will start, you will see at the bottom “Signing is in ProcessPlease Wait!!” while it is signing. Wait till you get signed message.

The screenshot shows the 'Death Sign' application window. At the top, it displays the logo of the Directorate of Panchayats, Government of Goa. Below the logo, the text 'Directorate of Panchayats' and 'Government Of Goa' is visible. The main heading is 'Death Certificate'. Underneath, there is a 'Death Search' section with a 'Year of Registration' dropdown set to '2012'. To the right of the dropdown, it shows 'Unsigned Records: 5' and 'Total Unsigned Records: 323'. Below the dropdown, there are 'Fetch All' and 'Clear' buttons. To the right, it shows 'Signed Records: 71' and 'Total Signed Records: 3722'. A link for 'Death Pendency Report' is present. Below this is a table with columns: PanchayatID, RegistrationNo, Name, Dod, Gender, FatherName, and MotherName. The table contains five rows of data. At the bottom of the window, a message says 'Signing is in ProcessPlease Wait!!' with a 'Back' button and a hand icon.

PanchayatID	RegistrationNo	Name	Dod	Gender	FatherName	MotherName
4	D/14/2012	JOSE ANTONIO ...	27-01-2012	M	MR JOAO BENE...	ERMELINDA ME...
4	D/33/2012	SITABAI KASHI...	24-04-2012	F		NIL
4	D/38/2012	ALEIXO BONAP...	20-05-2012	M	CAITANO ROSA...	NIL
4	D/50/2012	LEONOR CONC...	06-08-2012	F	MILITAO JOAQU...	NIL
4	D/66/2012	RITA MARIA AL...	10-11-2012	F	FRANCISCO RO...	NIL

- After successful signing of data, you will get the signed message. Click “OK”.

The screenshot shows the 'Death Sign' application window after successful signing. The 'Death Search' section is the same as in the previous screenshot. A dialog box titled 'Death Data signed' is overlaid on the table, with an 'OK' button. The table data is the same as in the previous screenshot.

PanchayatID	RegistrationNo	Name	Dod	Gender	FatherName	MotherName
4	D/14/2012	JOSE ANTONIO ...	27-01-2012	M	MR JOAO BENE...	ERMELINDA ME...
4	D/33/2012	SITABAI KASHI...	24-04-2012	F		NIL
4	D/38/2012	ALEIXO BONAP...	20-05-2012	M	CAITANO ROSA...	NIL
4	D/50/2012	LEONOR CONC...	06-08-2012	F	MILITAO JOAQU...	NIL
4	D/66/2012	RITA MARIA AL...	10-11-2012	F	FRANCISCO RO...	NIL

- In order to fetch next set of Records, you can simply click on “FETCH ALL” again and repeat the procedure till all records are signed for that particular year. In order to go to next year click “CLEAR” button and enter year and repeat the procedure.

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

- Click on “CLOSE” button to go to the home page.

To View Pendency Report:

- Go to Pendency Reports □ select either Birth or Death Pendency

pid	panchayat	reg_year	uncertified_count
4	Aldona	1972	2
4	Aldona	1974	1
4	Aldona	1975	1
4	Aldona	1976	1
4	Aldona	1977	2
4	Aldona	1981	1
4	Aldona	1982	1
4	Aldona	1983	1
4	Aldona	1984	1

pid	panchayat	reg_year	uncertified_count
4	Aldona	1972	8
4	Aldona	1973	32
4	Aldona	1974	15
4	Aldona	1975	11
4	Aldona	1976	14
4	Aldona	1977	17
4	Aldona	1978	24
4	Aldona	1979	29
4	Aldona	1980	9

- This will give you a view of the uncertified count of respective records corresponding to the respective year....

DIGITAL CERTIFICATION OF BIRTHS & DEATHS RECORDS

- Click on “CLOSE” to go to home page.
- Click on “LOGOUT” button once done and “EXIT”.

NOTE:



- As of now only Birth and Death module is Available for Digital signature. Besides this online panchayats services of Trade Licence and Signboard, Construction Licence, Occupancy Certificate, Residence Certificate, Income Certificate, Noc Water and Noc Electricity can be digitally signed in similar manner and to be made available for downloading.