



नेपाल सरकार

भौतिक पूर्वाधार तथा यातायात मन्त्रालय

सडक विभाग

योजना तथा अनुगमन महाशाखा

(HMIS-ICT शाखा)

चाकुपाट, ललितपुर

वेब: <https://dor.gov.np>

इमेल: ict.dor@gmail.com,

ict@dor.gov.np

चाकुपाट, ललितपुर।

मिति :- २०८२/१२/२०

प.सं. :- ०८२/८३

च.नं. :- HMIS/ICT/०११

श्री संघीय सुपरिवेक्षण तथा अनुगमन कार्यालय सबै,
श्री आयोजना निर्देशनालय सबै,
श्री सडक डिभिजन, सबै
श्री आयोजना/योजना कार्यालय, सबै
श्री गुणस्तर अनुसन्धान तथा विकास केन्द्र,
श्री यान्त्रिक तालिम केन्द्र,
श्री हेभी ईक्वीपमेन्ट डिभिजन, सबै,
श्री यान्त्रिक कार्यालय, सबै ।

विषय: GIOMS लागू गर्ने तथा विद्युतीय हस्ताक्षर सम्बन्धमा ।

प्रस्तुत विषयमा श्री भौतिक पूर्वाधार तथा यातायात मन्त्रालयले सडक विभाग तथा मातहतका सम्पूर्ण कार्यालयहरूमा एकीकृत कार्यालय व्यवस्थापन प्रणाली लागू गर्ने निर्णय बमोजिम सो प्रणाली लागू गर्न यसै साथ संलग्न पत्रको ढाँचा कार्यालयको लेटरप्याडमा भरी सूचना प्रविधि विभागमा (info@doit.gov.np) पठाईदिनुहुन अनुरोध छ। साथै मन्त्रालय र विभागलाई समेत बोधार्थ उपलब्ध गराउनुहुन अनुरोध छ। GIOMS को लागि Admin User बनाउन उक्त पत्रमा आफ्नो कार्यालयको कुनै एक स्थायी कर्मचारीको विवरण उपलब्ध गराई पठाउनुहुन र GIOMS को Username र Password कर्मचारीको मेलमा प्राप्त भए पश्चात कार्यालयको अन्य कर्मचारीहरूलाई समेत प्रणालीमा दर्ता गर्नुहुन अनुरोध छ। Admin प्राप्त कर्मचारीको सरुवा हुँदा उक्त कर्मचारीले Admin Role कार्यालयको अन्य कुनै कर्मचारीलाई हस्तान्तरण गर्नुहुन पनि जानकारीको लागि अनुरोध छ।

GIOMS को विद्युतीय हाजिरी संचालनको लागि Biometric Device आवश्यक पर्ने हुँदा सो को पनि कार्यालयबाट व्यवस्था मिलाउनुहुन अनुरोध छ। साथै GIOMS को लागि विद्युतीय हस्ताक्षर समेत आवश्यक रहेको हुँदा सो को खरीद गर्न यसै साथ संलग्न फाराम भरी नागरिकताको फोटोकपी समावेश गरी Radiant InfoTech Nepal Pvt. Ltd. (Tel: 14545765, 014524311 E-mail: info@radiantnepal.com, admin@radiantnepal.com) लाई पठाई उक्त फर्मबाट विद्युतीय हस्ताक्षर प्राप्त गर्न सक्नुहुनेछ।

(सुप्रितम राज श्रेष्ठ)

कम्प्युटर ईन्जिनियर

श्री सूचना प्रविधि विभाग
काठमाडौं।

विषय: एकीकृत कार्यालय व्यवस्थापन प्रणाली उपलब्ध गराइदिने बारे।

उपरोक्त सम्बन्धमा तहाँ विभागबाट नेपाल सरकारका निकायहरूले केन्द्रिकृत प्रणालीको रूपमा प्रयोग गर्न मिल्ने एकीकृत कार्यालय व्यवस्थापन प्रणालीको विकास गरी सञ्चालनमा रहेको प्राप्त जानकारी बमोजिम सो प्रणालीमा यस निकायलाई समेत आवद्ध हुन आवश्यक सहयोग मिति @decdate को निर्णयानुसार अनुरोध छ। साथै उक्त प्रणाली सञ्चालन तथा प्रयोगमा सहजकारी भूमिकाको लागि यस निकायमा कार्यरत देहाय बमोजिमको कर्मचारीलाई प्रणाली व्यवस्थापकका रूपमा तोकिएको व्यहोरा जानकारी गराउँदछु।

प्रणाली व्यवस्थापकको नाम: @username

कर्मचारी संकेत न: @employee

सेवा: @service

समुह, उप-समुह:

श्रेणी/तह: @level

पद: @userdesignation

ईमेल: @email

मोबाइल न: @mobile

.....

नाम

पद

डिजिटल हस्ताक्षर प्रमाणपत्र (Digital Signature Certificate) का लागि आवश्यक कागजातहरू:

1. कार्यदिश / अथवा अनुरोध चिठी (**Format संलग्न**)
2. आवेदकहरूको विवरण सूची (संलग्न)
3. **अनुसूची (Schedule)-५ फाराम तथा आवेदकको अतिरिक्त (Additional) जानकारी फाराम (संलग्न) (प्रत्येक आवेदकले छुट्टाछुट्टै फाराम भर्नुपर्नेछ)**
4. आवेदकको नागरिकताको प्रतिलिपि
5. पासपोर्ट साइज फोटो

प.सं. :-

च.सं. :-

मिति:

रेडियन्ट इन्फोटेक नेपाल प्रा.लि.

रेडियन्ट भवन, भाटभटेनी

काठमाडौं, नेपाल

विषय: नयाँ डिजिटल हस्ताक्षर प्रमाणपत्र (DSC) खरिद सम्बन्धमा।

महोदय,

उपयुक्त विषयमा, यस **कार्यालयको नाम** का निम्न कर्मचारीहरूका लागि नयाँ डिजिटल हस्ताक्षर (Digital Signature Certificate) १ बर्ष अवधिको बनाइ Soft Token मा उपलब्ध गराइदिनु हुन अनुरोध गर्दछौं। साथै तोकिए क्रम अनुसारको फाराम एवं कागजात यथासाथ संलग्न गरी पठाइएको व्यहोरा समेत अनुरोध छ।

निम्न कागजातहरू अनिवार्य रूपमा संलग्न गर्नु पर्नेछ:

SN	Applicants Name	Email ID	Cell Number
1.			
2.			
3.			

- नागरिकता /आइडी कार्डको प्रतिलिपि
- फारम (Schedule -5 , Additional Documents)

भवदीय,

.....

(नाम)

पद

[कार्यालयको नाम]

Detail List of Applicant

SN	Applicant Name	Address	ID Type	ID No.	ID Issue Date	Official Email ID	Cell Number
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Sign of Authority with Office Seal

Schedule – 5

(Relating to Sub-rule (1) of Rule 31)

The Radiant InfoTech Nepal Private Limited (Issuing Certifying Authority)

Subject: Request for Issuance of the Digital Signature Certificate

As the certified Digital signature is required to be obtained, I have filed this application attaching the following documents and details.

1. Name, surname, and address of the subscriber.....

2. Legal status of subscriber: - Nepalese Citizen

3. Certificate to identify the subscriber: -

3.1 In case of natural person:

- a) Citizenship/Passport No:
- b) Issuing office:
- c) Date of issue:
- d) Duration of validity (in case of the passport):

3.2 In case of a firm, Company, Corporate body or Agency

- a) Registration Certificate or Formation order, concerned Act or notice issued in the Gazette: -
- b) Date of Issue.....
- c) Issuing office.....
- d) Objectives:

4. For what purpose the digital signature is intended to obtain, the details thereof:

- a) For all types of possible transaction (mention the possible details)
- b) For Banking Purposes,
- c) For other transactions relating to purchase and sale,
- d) For the certification that any correspondence, in writing, is issued by oneself except general transaction (*Lenden*).

5. Maximum threshold of each transaction if financial transaction, among others, is intended to carry out:

.....NA.....

The detailed stated above are true and correct, I shall submit other details and proofs, as required by the Authority, at a time when so asked and I shall, upon the issuance of license, pay the fee therefor.

Applicant's:

Signature:

Name:

In the case of a corporate body, the seal of the office, signature, name, and designation of the person making the application on behalf of the body.

Additional information

As mentioned Electronic Transactions Rules 2064 "Chapter -5" (3)
The Radiant InfoTech Nepal Private Limited (Issuing Certifying Authority)



Photo

1. Name, surname and address of the subscriber:

1.1 In case of natural person

a) Address:

b) Permanent Address: (Mailing): -
Province District VDC/Municipality
City Ward No Post. Box No Contact Number

2. Certificate to identify the subscriber: -

2.1 In case of natural person:

a) Email: - Primary: Alternate Email:
b) Contact No: - Cell Telephone No:

2.2 In case of Firm, Company, Corporate body or Agency

a) Types of Organization: -
 Proprietorship Partnership Public NGO/INGO Government Others

b) Address: - City
Province District VDC/Municipality
Ward No Contact No: Cell Telephone No:

Registration Certificate: -

a) PAN/VAT No Tax Clearance Up to
b) E-mail Alternative E-mail
c) Telephone/Fax Website (URL)

3. For what purpose the digital signature is intended to obtain, the details thereof:

Class: - Class 1 Class 2 Class 3 Class (GIOMS)
Type: - Signature Encryption Both (Signature and Encryption)
Validity: - 1 Year 2 Years

Official Seal & Stamp (If Any) / Signature

Disclaimer

Terms and Conditions between the End Users and the Radiant InfoTech Nepal Pvt. Ltd

The relationship between **Radiant InfoTech Nepal Pvt. Ltd** and the Customer (Individual /Institutional) is governed by the **Electronic Transaction Act 2064**, except where the following general terms and conditions apply and are subject to any further agreement in writing.

DSC means authentication of any electronic record by a subscriber by means of electronic methods or procedures in accordance with the provisions of Licensed **ICA in Nepal**.

1. As a **CA, Radiant InfoTech Nepal Pvt. Ltd.** will verify the identity, issues **Digital Signature and Certificate**, and maintain the **CRL**.
2. Subscriber is an individual entity or institution that owns and possesses a **DSC** in his/her name.
3. The **DSC** is being used for the purpose permitted for the corresponding **Class** of the **Certificate** only.
4. Authenticating transactions on Personal usage by way of **DSC** using the PKI technology is a major feature available to the users.
5. It is the **User or Company's** responsibility to purchase the **DSC** from an authorized **CA** and renew the **DSC** in case of any expiry or changes.
6. In case of renewal of the **DSC** on account of expiry of the same or in case of **Revocation** and **Reissuance** on account of loss, the **Subscriber** will be needed to get in touch with mentioned offices.
7. The **DSC** is being used for the purpose permitted for the corresponding **Class** of the **Certificate** only.
8. Wrong use of the **DSC** or its services shall be liable to proceed with **civil** and **criminal** consequences and shall be subjected to penalties and punishment under the rule of the **Electronic Transaction Act, 2064**.
9. Subscriber will frilly undertake the process; publish certificate practice of the **CA** endorsed by **OCC**.
10. The terms of an end user license agreement accompanying particular **DSC** usage shall supersede the terms presented above.
I accept and agree to use the Digital Signature and Certificate governed by the license agreement term of CA.

Subscriber/Official Seal and Signature

Digital Signature: A **digital signature** is an electronic form of a signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and also ensure that the original content of the message or document that has been sent is unchanged.

CA: Certification Authority is an entity that issues digital certificates. A digital certificate certifies the ownership of a public key by the named subject of the certificate.

A trusted third-party **organization or company** that issues **Digital Certificates** is used to create **Digital Signatures** and **Public-Private**

key pairs. RA: A Registration Authority is an authority in a network that verifies user requests for a **Digital Certificate** and tells the **CA** to issue it.

CPS: A Certification Practice Statement is a document from a **CA** or a member of a web of trust which describes their practice for issuing and

Managing **public key certificates. CRL: Certificate Revocation**

List

PKI: Public key Infrastructure

ICA: Issuing Certifying Authority

SAMPLE

Schedule - 5

(Relating to Sub-rule (1) of Rule 31)

The Radiant InfoTech Nepal Private Limited (Issuing Certifying Authority)

Subject: Request for Issuance of the Digital Signature Certificate

As the certified Digital signature is required to be obtained, I have filed this application attaching the following documents and details.

1. Name, surname, and address of the subscriber..... My name, & Address

2. Legal status of subscriber: -..... Nepalese Citizen

3. Certificate to identify the subscriber: -

3.1 In case of natural person:

- a) Citizenship/Passport No: xxxxx My citizenship
- b) Issuing office: DAO, Dismid
- c) Date of issue: 20xx-xx-xx
- d) Duration of validity (in case of the passport):

3.2 In case of a firm, Company, Corporate body or Agency

- a) Registration Certificate or Formation order, concerned Act or notice issued in the Gazette: -
..... /
- b) Date of Issue..... /
- c) Issuing office..... /
- d) Objectives: /

4. For what purpose the digital signature is intended to obtain, the details thereof:

- a) For all types of possible transaction (mention the possible details)
..... 9 G10MS
- b) For Banking Purposes,
- c) For other transactions relating to purchase and sale,
- d) For the certification that any correspondence, in writing, is issued by oneself except general transaction (Lenden).

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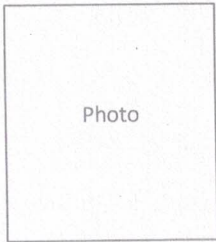
The detailed stated above are true and correct, I shall submit other details and proofs, as required by the Authority, at a time when so asked and I shall, upon the issuance of license, pay the fee therefor.

Applicant's:
Signature:
Name: Name xxx

In the case of a corporate body, the seal of the office, signature, name, and designation of the person making the application on behalf of the body.

Additional information

As mentioned Electronic Transactions Rules 2064 "Chapter -5" (3)
The Radiant InfoTech Nepal Private Limited (Issuing Certifying Authority)



1. Name, surname and address of the subscriber:

1.1 In case of natural person

a) Address:

b) Permanent Address: (Mailing): -
Province District VDC/Municipality
City Ward No Post. Box No Contact Number

2. Certificate to identify the subscriber: -

2.1 In case of natural person:

a) Email: - Primary: Alternate Email:
b) Contact No: - Cell Telephone No:

2.2 In case of Firm, Company, Corporate body or Agency

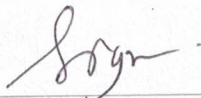
a) Types of Organization: -
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b) Address: - City
Province District VDC/Municipality
Ward No Contact No: Cell Telephone No:

Registration Certificate: -

a) PAN/VAT No Tax Clearance Up to
b) E-mail Alternative E-mail
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Type: - Signature Encryption Both (Signature and Encryption)
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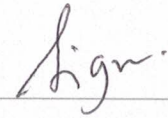
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