

**CFMS USER CREATION FORM  
KYU - Government Staff**

New       OR  Change Request      (Please tick as appropriate)

In case of change request please tick the box in the left margin where change / correction is required and provide details in the corresponding row.

**OFFICE DETAILS**

DISTRICT:	OFFICE NAME :	DATE :
<b>All fields marked * are mandatory</b>		
EMPLOYEE NAME* <i>Mr. / Mrs. / Miss / Dr. / Prof / Rev/</i>		
DESIGNATION*		
DATE OF BIRTH* :	GENDER*      Male / Female / Transgender	
ADDRESS* :		
PERMANENT ACCOUNT NUMBER (PAN) *		
AADHAAR NUMBER* :		
MOBILE NUMBER* :	OFFICIAL LANDLINE No.	
OFFICIAL EMAIL ID* :	PERSONAL EMAIL ID	

**DECLARATION**

I do hereby solemnly declare that the information provided above is upto date and correct and I undertake to inform you of any changes therein immediately. In case any information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. I accept all the Terms and Conditions mentioned herewith and hereby submit my recent photograph and self attested photocopy of the following

PROOF OF ADDRESS\* : \_\_\_\_\_  
PROOF OF IDENTITY\* : \_\_\_\_\_

**CONSENT FOR AUTHENTICATION  
GOVERNMENT OF BIHAR**

I hereby give my consent for using my identity and address data received from e-KYC provider to generate and submit the electronic Digital Signature Certificate (DSC) application form to Certifying Authority (CA), creation of key pairs by eSign Service Provider (ESP) on my behalf, submission of certificate to CA for certification, one time creation of signature on the hash along with this request, deletion of key pairs after applying signature(s). I have no objection in the use of my Aadhaar number for authenticating myself with Aadhaar based authentication system for the purposes of availing of the services under Comprehensive Financial Management System (CFMS) application from Finance Department, Government of Bihar. I understand that the Biometrics and/or 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. (i) Common Name (name as obtained from e-KYC), (ii) Unique Identifier (hash of Aadhaar number), (iii) Pseudonym (unique code sent by UIDAI in e-KYC response), (iv) State (state as obtained from e-KYC), (v) Postal Code (postal code as obtained from e-KYC). I understand that Finance Department, Government of Bihar shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

(Signature/Thumb impression)

NAME

DATE

**FOR OFFICE USE ONLY**

Request Received Date: _____	Request Accepted By: _____
Forwarded to HOO/HOD Office Name & Date: _____	Post/Designation: _____ Signature

**VALID LIST OF DOCUMENTS FOR EMPLOYEES**

Documents for establishing proof of identity and address: (submit any one)

- 1 Pan Card (separate address proof required)
- 2 Aadhaar card issued by government of India/E-Aadhaar letter downloaded from UIDAI site
- 3 Valid Government ID/Employee ID
- 4 Election Card/Voter's ID card

**GENERAL INSTRUCTIONS**

- 1 Fields marked with (\*) are mandatory
- 2 Tick wherever applicable
- 3 Please fill the Form in English and in BLOCK letters
- 4 Please fill the dates in DD-MM-YYYY Format
- 5 For Present Post, Attach copy of Posting Order or Additional Detail Form

**Clarification/Guidelines for providing 'Proof Of Identity (PoI)'**

- 1 One certified copy of any one of the mentioned Proof of Identity [PoI] needs to be submitted

**Clarification/Guidelines for providing 'Proof Of Address (PoA)'**

- 1 PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force