

**DOCUMENTS REQUIRED FOR EMPANELMENT IN SECURITY AGENCY  
SCHEME**

<b>S. No.</b>	<b>Documents</b>	<b>For Submission</b>	<b>For Verification</b>
(a)	PSARA Licence.	Copy	Original
(b)	Revised Affidavit ( <i>New Format i.e. service charge up to 10%</i> ).	Original	NA
(c)	Rent Agreement ( <i>of the same place as mentioned in the PSARA Licence</i> ).	Copy	Original
(d)	Proof of Land Line / Post-paid Mobile Connection (Land Line/ Post-paid mobile bill in the name of the Officer/ Security Agency with the address of Security Agency as mentioned in PSARA).	Copy	Original
(e)	Proof of Current Bank Account. ( <i>Cancelled Check Leaf/Certificate from the Bank/Bank Statement</i> ).	Copy	Original
(f)	Aadhaar Card.	Copy	Original
(g)	PAN Card.	Copy	Original
(h)	ESM I Card ( <i>Issued by ZSB</i> ).	Copy	Original
(i)	GeM Vendor Code Proof.	Copy	NA
(j)	26-AS ( <i>Ink signed copy for the last completed Financial Year downloaded in DGR on the same day</i> ).	Original	NA
(k)	Photographs-02 (Passport Size).	Original	NA

**INSTRUCTIONS FOR THE RETIRED OFFICERS VISITING DGR FOR  
EMPANELMENT**

1. Submission of all the above documents is mandatory for issue of Empanelment Certificate.
2. It is intimated that on Wednesday all Retired Officers are to visit DGR between 0900 -1100 for submission of the above documents and downloading of 26-AS for issuance of Empanelment Certificate. The Retired Officers, after submitting their documents are requested to please leave the DGR premises and revisit DGR by 1430-1500 Hours for verification of draft empanelment certificate. The Empanelment Certificate would be issued by 1700 Hours.

**Note:-** Please diligently read the draft empanelment certificate for correctness of details. No amendment is possible after issuance of final copy of empanelment certificate.