**APPOINTMENT FOR ISSUE OF EMPANELMENT CERTIFICATE**

1. Retired Officers who register for Security Agency scheme with DGR are required to undertake the following actions for obtaining the ‘Empanelment Certificate’: -
	1. The ESM should be in possession of all the documents mentioned below in original: -

| **S. No.** | **Name of Documents** |
| --- | --- |
|  | PSARA Licence. |
|  | Revised Affidavit. |
|  | Rent Agreement for the office space. |
|  | Landline Bill for the office space.  |
|  | Document in support of proof of current bank account. |
|  | Aadhaar Card. |
|  | PAN Card. |
|  | ESM I Card. |
|  | GeM registration document having GeM vendor code. |
|  | Two passport size colour photographs. |
|  | Old Empanelment Certificate in case of renewal/ Change of State. |

* 1. A copy of all the documents listed at Sub Para 1 (a) (i) to (xi) is to be forwarded to DGR Email ID:-ercelldgr@desw.gov.in. It is to be noted that the attachments are acceptable only in Pdf/ jpeg format and that the size of each attached document should not exceed 500 KB. The subject of the specified email will be “Name of Security Agency – Submission of documents for Empanelment”.
	2. The documents would be scrutenised and if found correct and complete, an appointment for a **working Wednesday** will be given to ESM(O). The ESM(O) have the option of requesting their preference in order of priority for working Wednesdays. DGR will attempt to accommodate the requested date subject to availability of slots on account of total requests received.
	3. On the day of the appointment the list of ESM(O) visiting DGR for issue of Empanelment Certificate will be available at the reception of West Block IV RK Puram to facilitate entry to DGR office. You are requested to: -
		1. Arrive at DGR between 0900 – 1100 hrs.
		2. Be in possession of all Original Certificates.
		3. Be able to download Form 26AS at DGR.
	4. Empanelment Certificate will be issued to all ESM(O) on the day of appointment only. No walk in cases will be entertained.
	5. Your seniority in the empanelled state will be counted as follows: -
		1. Date of issue of PSARA Licence if you forward complete set of documents on the above said email within one month of issue of PSARA Licence.
		2. If not (i) above, the same will be counted from the date of issue of the empanelment certificate.