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

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Documents** | **For Submission** | **For Verification** |
| (a) | **PSARA Licence.** | **Copy** | **Original** |
| (b) | **Revised Affidavit (*New Format i.e. service charge up to 10%*).** | **Original** | **NA** |
| (c) | **Rent Agreement (*of the same place as mentioned in the PSARA Licence*).** | **Copy** | **Original** |
| (d) | **Proof of Landline (*along with address of installation*).** | **Copy** | **Original** |
| (e) | **Proof of Current Bank Account.**  **(*Cancelled Check Leaf/Certificate from the Bank/Bank Statement*).** | **Copy** | **Original** |
| (f) | **Aadhar Card.** | **Copy** | **Original** |
| (g) | **PAN Card.** | **Copy** | **Original** |
| (h) | **ESM I Card (*Issued by ZSB*).** | **Copy** | **Original** |
| (i) | **GeM Vendor Code Proof.** | **Copy** | **NA** |
| (j) | **26-AS (*Ink signed copy for the last completed Financial Year downloaded in DGR on the same day*).** | **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 who visit DGR for issuance of empanelment certificate, after submitting their documents and downloading of 26-AS are requested to please leave the DGR premises and revisit DGR between 1430-1500 Hours for verification of draft empanelment certificate**

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