

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

| S. No. | Documents | For Submission | For Verification |
|---------------|---|-----------------------|-------------------------|
| (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 Bill (along with address of installation) | Copy | Original |
| (e) | Proof of Current Bank Account. (<i>Cancelled Check Leaf/Certificate from the Bank/Bank Statement</i>). | Copy | Original |
| (f) | Aadhar 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 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.