

Checklist of documents required for Issuance of Digital Signature Certificate (DSCs)

1. Following documents are required to be submitted (duly filled, signed, stamped and completed in all respect) to Punjab Infotech by the Department/Sub-Department/Organization:-

- a) Application Form in original [**As per attached format**] with photo of the applicant duly attested by a Class-I Gazetted officer.
- b) Letter of Employment in original [**As per attached format**] along with photo copy of applicant's Identity Card (issued by department) duly attested by self & a Class-I Gazetted officer.
- c) Government issued Photo-ID Proof (**Any two** of the photo-copy of following can be submitted for the Photo-ID proof duly attested by Self & a Class-I Gazetted officer) :-
 - i. Pan-Card [**Mandatory**]
 - ii. Driving License
 - iii. Passport
 - iv. Any other Photo ID issued by the Government of India or the state government is acceptable with a condition that the applicant's complete signature **MUST** be there on the Photo-ID Proof.
- d) Address Proof (**Any one** of the photo-copy of following can be submitted for the address proof (**as mentioned in application form**) duly attested by Self & a Class-I Gazetted officer) :-
 - i. Voter ID card
 - ii. Ration Card
 - iii. Passport
 - iv. Driving License
 - v. Latest Telephone Bill

2. Bank Draft amounting to **Rs _____** /- (Rs 936/- per applicant) in favour of "**Punjab Information & Communication Technology Corporation Ltd**" payable at **Chandigarh** along with the above said documents (duly filled, signed, stamped and completed in all respect) on account of payment for issue of Digital Signature certificates to various applicants of the Department.

3. Checklist for Individual validation [**As per attached format**] duly filled, signed & stamped by applicant.

