

8 Annexure

Annexure 1 Attestation

Copy of supporting document should be attested by **any one** of the following:

- Group 'A' /Group 'B' Gazetted officers
- Bank Manager/Authorised executive of the Bank
- Post Master

Important note : The Name, designation, office address and contact number of the attesting officer should be clearly visible. With this, CA should be able to trace and contact the attesting officer if required. Only the clear and complete attestation should be accepted by CAs. Attestation is applicable for paper documents only.

Group 'A' Gazetted officers include

- a) All India services though posted to states
- b) Promotes from states to the cadre of Assistant commissioner and above
- c) Police officers (Circle Inspector and above)
- d) Additional District Civil surgeons
- e) Executive Engineers and above
- f) District Medical Officer and above
- g) Lt. Col and above
- h) Principals of Government Colleges and above
- i) Readers and above of Universities
- j) Patent Examiner etc.

Group 'B' Gazetted officers include

- a) Section Officer
- b) BDO(Block Development Officer)
- c) Tahsildar
- d) Junior Doctors in Government Hospitals
- e) Assistant Executive Engineer
- f) Lectures in Government colleges
- g) Headmaster of Government high schools
- h) 2nd Lieutenant to Major
- i) Magistrate

When DSC applicant interacts directly(physical) with CA at CA premises, the attestation of documents as specified above is not required. CA needs to certify the copies against the original.

All electronic verification, such as PAN, should be digitally signed by CA and evidence should be preserved.