

Kunal Jain & Associates

(Chartered Accountant)

List of Documents Required For DSC

FOLLOWING DOCUMENTS SHOULD BE ATTACHED WITH APPLICATION FORM:

IDENTITY PROOF : PAN CARD COPY FOR USE IN INCOME TAX

ADDRESS PROOF (ANY ONE) :

- A) Telephone/Electricity/Water Bill (Must not be older than 3 months)
- B) Voter Id card/Driving Licence/RC copy/Passport/Aadhar card
- C) Bank Statement attested by Banker only & recent
- D) Property Tax Receipt
- E) Gas Connection Bill (Must not be older than 3 months)

ATTESTATION GUIDELINES

Applicant self attested and Copy of supporting document should be attested by any one of the following:

Group 'A'/Group 'B' Gazetted officers

Bank Manager/Authorized 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.

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) Tehsildar
- 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