

**Government of Punjab**  
**Department of Governance Reforms and Public Grievances**  
**(Governance Reforms-2 Branch)**

**Notification**

No. E- 64139/2GR2/423-

Dated, Chandigarh: 25-11-2021

The Governor of Punjab is pleased to specify the following lists of documents as Proof of Identity (PoI), Proof of Birth (PoB) and Proof of Address (PoA), to bring uniformity in the documents required by various departments, for availing Government Services in the State of Punjab namely: -

<b>List of accepted documents for all the Services</b>	
<b>Proof of Identity (PoI) - Any one of the following documents containing name and photograph of the applicant</b>	<b>Proof of Address (PoA) - Any one of the following documents containing name and address of the applicant</b>
<ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Voter ID Card issued by Election Commission of India</li> <li>3. Aadhar Card / e-Aadhar letter of current date</li> <li>4. ID Card issued by the Central Government or State Government or Public Sector Undertaking.</li> <li>5. Driving License</li> <li>6. PAN Card</li> <li>7. Kisan Photo Passbook /Post Office/ Saving Account Passbook.</li> <li>8. Central Government Health Scheme Card.</li> <li>9. Ex-Servicemen Contributory Health Scheme.</li> <li>10. Pensioner Card</li> <li>11. Valid student ID Card issued by recognized institution</li> <li>12. MGNREGA job card</li> </ol>	<ol style="list-style-type: none"> <li>1. Passport</li> <li>2. Voter ID Card issued by Election Commission of India</li> <li>3. Aadhar Card/e- Aadhar letter of Current date</li> <li>4. Certificate of address issued by the Central Government or State Government or Public Sector Undertaking</li> <li>5. Latest Telephone Bill (BSNL landline or post-paid mobile bill)/ Electricity/ Water Bill/ Gas Connection Billing the Name of Applicant</li> <li>6. Registered Rent Deed (for a period of more than one year)</li> <li>7. Income Tax Assessment Order</li> <li>8. Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)</li> </ol>
<b>Proof of Date of Birth (PoB) -Any one of the following documents containing name and date of birth of the applicant</b>	
<ol style="list-style-type: none"> <li>1. Birth Certificate issued by any office authorized to issue Birth and Death Certificate by the Registrar of Birth and Deaths</li> <li>2. Matriculation /Migration/ School leaving certificate issued by the recognized educational board/institution having the date of birth of the applicant</li> <li>3. PAN Card</li> <li>4. Passport</li> <li>5. Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/ certified by the officer/ in-charge of the Administration of the concerned Ministry/ Department of the applicant, having his date of birth</li> <li>6. Driving license</li> <li>7. Voter ID Card issued by Election Commission of India</li> <li>8. Aadhar Card/ E-Aadhar letter of current date</li> </ol>	

**Note:**

1. No other document, in addition to the ones mentioned in the categories above, shall be asked for as a proof of PoI, PoA and PoB.
2. Any amendment to the lists shall only be done by the Department of Governance Reforms through notification after discussions with other departments.

**Dated, 16.11.2021  
Chandigarh**

**Tejveer Singh, IAS  
Principal Secretary to  
Government of Punjab**

**No. E64139/2GR2-424**

**Date, Chandigarh 25-11-2021**

A copy is forwarded to all the Additional Chief Secretaries, Financial Commissioners, Principal Secretaries, Administrative Secretaries in the State of Punjab for necessary action.

*Rajinder Kaur*  
**Under Secretary**

**No. E64139/2GR2-425**

**Date, Chandigarh 25-11-2021**

A copy is forwarded to the Registrar Punjab & Haryana High Court, Heads of all the Departments, Commissioners of the Divisions, Deputy Commissioners, Heads of all Boards & Corporations and Sub Divisional Magistrates in the State of Punjab for necessary action.

*Rajinder Kaur*  
**Under Secretary**

**No. E64139/2GR2-426**

**Date, Chandigarh 25-11-2021**

A copy is forwarded to Controller, Printing & Stationery, Punjab with the request to publish this notification in the Punjab Government Gazette (ordinary) and 50 copies of this notification may please be sent to this department.

*Rajinder Kaur*  
**Under Secretary**