

Declaration of Details for Opening of Service Book
of OFS / OT&AS (Probationers)

1	Identity Proof (Aadhaar /Voter ID Card)	
2	Proof of Date of Birth:- (Birth certificate/ Matriculation Certificate)	
3	Proof of Category	
4	Proof of Present Address	
5	Proof of Permanent Address	
6	Proof of Education Qualification	
7	Personal Mark of Identification (Preferable on noticeable body part)	
8	2 nos. of Character certificate (from separate gazette officer):	
9	Fitness Certificate (Issued by Medical Board)	
10	Passport size photograph	
11	HRMS ID(if Any)	
12	PRAN No(if Any)	
13	Declaration (on the form provided to you)	
14	Bank Accounts Details (Photocopy of Passbook front page / Cancelled Cheque)	

Signature of Verifying Officer