

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ  
ਚੌਥੀ ਮੰਜ਼ਿਲ, ਵਿਦਿਆ ਭਵਨ, ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।  
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

[dpise.coordination@punjabeducation.gov.in](mailto:dpise.coordination@punjabeducation.gov.in)

ਵੱਲ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ/ਐਸਿ), ਪੰਜਾਬ  
(ਵੈਬਸਾਈਟ ਰਾਹੀਂ)

ਮੀਮੋ ਨੰ.312446 /DPISE-Cord/12/2026551

ਮਿਤੀ 01.01.2026

ਵਿਸ਼ਾ: List of accepted documents for all the services.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਸੁਝਜਾ ਪ੍ਰਸ਼ਾਸਨ ਅਤੇ ਸੂਚਨਾ ਤਕਨੀਕ ਵਿਭਾਗ ਦਾ  
ਨੇਟੀਵਿਕੇਸ਼ਨ ਨੰ. DGRPG-GR20MISC/158/2025-4GR2/  
1239357 ਮਿਤੀ 10.11.2025

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ  
ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਪਿੱ.ਅੰ.ਨੰ. ਉਕਤ/2025 ੫੫੮-੬੦

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)  
ਮਿਤੀ 01.01.2026

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

- ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਜੀ.ਐਸ.ਈ. ਪੰਜਾਬ।
- ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਡੀ.ਐਸ.ਈ. (ਸੈ/ਐ), ਪੰਜਾਬ।
- ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)  
ਮਿਤੀ 01.01.2026

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF GOOD GOVERNANCE & INFORMATION TECHNOLOGY**  
**(GOOD GOVERNANCE & INFORMATION TECHNOLOGY -2 BRANCH)**

Notification

NO. DGRPG-GR20MISC/158/2025-4GR2/ I/1239357/2025, Dated, Chandigarh: 10.11.2025

*DRG (busy)*  
*21-11-2025*  
*AO-Comd. J. J. In continuation of the Government of Punjab, Department of Governance Reforms & Public Grievances (Now Good Governance & Information Technology) Notification No. E-64139/2GR2/423, dated 25.11.2021 and in exercise of the powers conferred upon him, the Governor of Punjab is pleased to amend 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:-*  
*Govt. of Punjab*  
*Govt. of Punjab*

**List of accepted documents for all the services**

**Proof of Identity (PoI) – Any one of the following documents containing name and photograph of the applicant**

1. Passport
2. Voter ID Card issued by Election Commission of India
3. Aadhar Card/e-Aadhar letter of current date
4. ID Card issued by the Central Government or State Government or Public Sector Undertaking
5. Driving License
6. PAN Card
7. Kisan Photo Passbook/Post Office/Saving Account Passbook
8. Central Government Health Scheme Card
9. Ex-Servicemen Contributory Health Scheme
10. Pensioner Card
11. Valid Student ID Card issued by recognized institution
12. MGNREGA job card

**Proof of Address (PoA) – Any one of the following documents containing name and Address of the applicant**

1. Passport
2. Voter ID Card issued by Election Commission of India
3. Aadhar Card/e-Aadhar letter of current date
4. Certificate of address issued by the Central Government or State Government or Public Sector Undertaking
5. Latest Telephone Bill (BSNL landline or post-paid mobile bill)/Electricity/Water Bill/Gas Connection Billing the Name of Applicant
6. Registered Rent Deed(For a period of more than one year)
7. Income Tax Assessment Order
8. Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)

**Proof of Date of Birth (PoB) – Any one of the following documents containing name and date of birth of the applicant**

1. Birth Certificate issued by any office authorized to issue Birth and Death Certificate by the Registrar of Birth and Deaths
2. Matriculation/Migration/School Leaving certificate issued by the recognized educational board/institute having the date of birth of the applicant
3. PAN Card
4. Passport
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
6. Voter ID Card issued by Election Commission of India

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 DGRPG-GR20MISC/158/2025-4GR2  
 Sana Sikhiya Abhayen Authority  
 Central Govt. of India  
 No. 10/2025/09/2025  
 Date 21-11-2025

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 Good Governance and Information Technology through notification after discussions with other departments.

Dated:

Dhirendra Kumar Tiwari, I.A.S.,  
Additional Chief Secretary to Government of Punjab  
Department of Good Governance and Information  
Technology

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

*- Sd -*  
Under Secretary

To

Special Chief Secretaries, Additional Chief Secretaries,  
Financial Commissioners, Principal Secretaries and  
Administrative Secretaries of the State of Punjab

I.D. No. DGRPG-GR20MISC/158/2025-4GR2/ I/1239357/2025  
Endst. No. DGRPG-GR20MISC/158/2025-4GR2/ I/1239357/2025

Dated 10.11.2025  
Dated: 10.11.2025

A copy of above is forwarded to the following for information and necessary action:

5. Director, Good Governance and Information Technology
6. All the Head of the Department of State of Punjab
7. All Commissioners of Divisions/Deputy Commissioners/SDM in the State.
8. The Registrar, Punjab & Haryana High Court, Chandigarh.

*Davinder Kumar*  
Under Secretary

Endst. No. DGRPG-GR20MISC/158/2025-4GR2/ I/1239357/2025

Dated 10.11.2025

A copy of above is forwarded to the Controller, Printing & Stationary, S.A.S. Nagar, Punjab and Chandigarh with a request that this notification may please be published in the ordinary Gazette of the Punjab Government.

*- Sd -*  
Under Secretary