

**ANNEXURE A**  
**LIST OF FORMS/DOCUMENTS REQUIRED AT THE TIME OF JOINING**

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**JOINING REPORT / CERTIFICATE OF  
ASSUMPTION OF CHARGE**

In compliance with the directions in the offer of appointment issued to undersigned vide offer letter no. \_\_\_\_\_ dated \_\_\_\_\_, I hereby submit my joining report today on \_\_\_\_\_ forenoon and assume the charge of \_\_\_\_\_ (Mention Post) Punjab Waqf Board.

\_\_\_\_\_  
Signature of Assuming Officer with date

Place:  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name (In block letters)

- Copy to:  
1. Chairman Punjab Waqf Board  
2. Chief Executive Officer, Punjab Waqf Board

**JOINING REPORT / CERTIFICATE OF  
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\_\_\_\_\_  
Signature of Assuming Officer with date

Place:  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name (In block letters)

- Copy to:  
1. Chairman Punjab Waqf Board  
2. Chief Executive Officer, Punjab Waqf Board

**HOME TOWN DECLARATION**

**(At the time of Joining)**

I declare that my "Home Town" for Leave Travel Concession as below:

(In **block Letters**)

Name of Town/ Village : \_\_\_\_\_

District : \_\_\_\_\_

State : \_\_\_\_\_

Reasons:

Place: \_\_\_\_\_ Signature \_\_\_\_\_

Date: - \_\_\_\_\_ (Name in Block Letters) \_\_\_\_\_

Designation:

Phone No. \_\_\_\_\_

Reasons such as "Permanent residences of near relatives like Brother etc." Ownership of immovable property etc.

## **DECLARATION REGARDING MARITAL STATUS**

I, Shri/ Shrimati/Kumari \_\_\_\_\_ declare as under:

- \*i) That I am unmarried/ a widower /a widow
- \*ii) That I am married and have only one spouse living.
- \*iii) That I have entered into or contracted a marriage with a person having one spouse living. Application for grant of exemption is enclosed.
- \*iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:-

Signature\_\_\_\_\_

Name\_\_\_\_\_

**Designation:**

**\*NOTE. Please delete clause/clauses not applicable.**

## **FORM OF OATH OF ALLEGIANCE**

I, \_\_\_\_\_ do swear that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established and that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly and impartially.

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

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## **OATH OF SECRECY**

I \_\_\_\_\_ S/O \_\_\_\_\_

employed as a \_\_\_\_\_ in the Office of Punjab Waqf Board, Chandigarh do hereby solemnly declare that I have read the official secrecy Act and Punjab Civil Service Conduct rules and that I shall do nothing derogatory to the secrecy of Government Service.

Place :

Signature :

Date :

Name :  
Designation :

**NEW PENSION SCHEME**

(Details to be furnished by the Public Servant)

1. Name of the Govt. Servant (In Block letters) :- \_\_\_\_\_
2. Designation :- \_\_\_\_\_
3. Name of Ministry/ Dep't. Organization :- PUNJAB WAQF BOARD, DEPARTMENT OF HOME AFFAIRS AND JUSTICE, GOVT. OF PUNJAB
4. Scale of Pay :- \_\_\_\_\_
5. Date of Birth :- \_\_\_\_\_
6. Date of joining Govt. Service :- \_\_\_\_\_
7. Basic Pay :- \_\_\_\_\_
8. Nominee for accumulation under the Pension Account :- \_\_\_\_\_

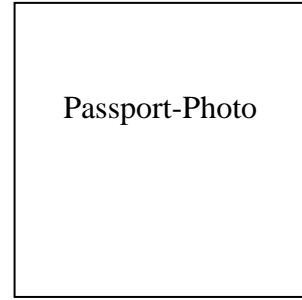
Sr. No.	Name of the nominee	Age	Percentage of Share Payable	Relationship with the government servant
1.				
2.				
3.				
4.				

Name \_\_\_\_\_

Signature \_\_\_\_\_

**APPLICATION FOR ISSUE OF IDENTITY CARD**

To,  
Chief Executive Officer  
Punjab Waqf Board



Sir/Madam,

I have joined Punjab Waqf Board on \_\_\_\_\_ against the post of \_\_\_\_\_ . I request you to issue me an Identity Card. I am furnishing below the relevant details and also enclosing herewith a copy of my passport size photograph.

Name : \_\_\_\_\_

(In block letter)

Designation: \_

Identification Mark: \_\_\_\_\_

Blood Group \_\_\_\_\_

Date of Birth \_\_\_\_\_



Yours faithfully,

Nagpur:

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Dated :

**Return of assets and Liabilities on first  
appointment(as on date of appointment)**

1. Name of the Public Servant in full (in Block letters.) :.....
2. Service to which he belongs :.....
3. Total length of service up to date :  
i) in non Gazetted rank :.....  
ii) in Gazetted rank :.....
4. Present Post held and place of Posting :.....
5. Total annual income from all sources :.....  
During the Calendar year immediately  
Preceding the 1st January, 2021
6. Declaration :.....

I have declare that the return enclosed namely, From I to V are completed, true and correct as on ..... to the best of my knowledge and belief , in respect of information due to be furnished by me under the provisions of sub-rule(1)of Rule 18 of the Central Service (conduct) Rules, 1964.

Date .....

Signature.....

**NOTE 1. -This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.**

**NOTE 2.-If a Public servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.1 the value of his share in such property and whereit is not possible to indicate the1e exact value of such share, it's approximate value. Suitable explanatory notes may be added wherever necessary**



## FORM NO 1.

Statement of immovable property on first appointment (as on date of appointment)

(e.g. Lands, House, Shops, Other buildings, etc.)

Sr. No.	Description of property	Precise location (Name of District, Division, Taluka and Village in which the property is situated and also its distinctive number, etc.	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Government servant.
1	2	3	4	5	6	7

:: 2 ::

Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any.	Total Annual income from the property	Remarks
8	9	10	11	12	13

Date \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE 1. - For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term, and the periodicity of the payment of rent.**

**NOTE 2. - In Column 10 should be shown -**

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

## FORM NO. II

### Statement of liquid assets on first appointment (as on date of appointment)

- (1) Cash and Bank balance exceeding 3 months' emoluments.  
(2) Deposits, loan advances and investments (such as shares, securities debentures etc.)

Sr. No.	Description	Name and address of Company, Bank, etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Government servant.	Annual Income derived	Remarks
1	2	3	4	5	6	7

Date : \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE 1 - In Column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.**

**NOTE 2 - The term, "emoluments" means the pay and allowances received by the Government servant.**

## FORM NO. III

### Statement of movable property on first appointment (as on date of appointment)

Sr. No.	Description of items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant.	How acquired with approximate date of acquisition.	Remarks
1	2	3	4	5	6

Date : \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE 1 - In this Form, information may be given regarding items like (a) jewellery owed by him (total value): (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); c(i) Motor Cars, (ii) Scooters/Motor Cycles, (iii) refrigerators/air-conditioners, (iv) radios/radiograms/television sets and any other articles, value of which individually exceeds Rs.1,000; (d) value of items movable property individually worth less than Rs.1,000 other than articles of daily use such as clothes, utensils, books, crockery etc., added together as lumpsum. NOTE 2 - In Column 5, may be indicated whether the property was acquired by purchase, inheritance, and gift or otherwise. NOTE 3 - In Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.**

## FORM NO. IV

### Statement of Provident Fund and Life Insurance Policy on First Appointment (as on date of appointment)

#### Insurance Policies

Sr. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured/date of maturity	Amount of annual premium
1	2	3	4	5

#### Provident Funds

Type of Provident Funds/GPF/CPF Account No.	Closing balance as last reported by the Audit/Accounts Officer alongwith date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance, the figures according to the Government servant should also be mentioned in this column)
6	7	8	9	10

Date : \_\_\_\_\_

Signature \_\_\_\_\_

## FORM NO. V

### Statement of Debts and Other Liabilities on First Appointment (as on date of appointment)

Sr. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date : \_\_\_\_\_

Signature \_\_\_\_\_

**NOTE 1 - Individual items of loans not exceeding three months' emoluments or Rs.1000 whichever is less, need not be included.**

**NOTE 2 - In Column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.**

**NOTE 3 - The term "emoluments" means pay and allowances received by the Government servant.**

**NOTE 4 - The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance, advances from the GP Fund and loans on Life Insurance Policies and fixed deposits).**

**NOMINATION FOR RETIREMENT GRATUITY/DEATH  
GRATUITY AND LEAVE ENCASHMENT**

I, \_\_\_\_\_ hereby nominate the person/persons mentioned below who is/are members of my family, and confer on him/her/them the right to receive to the extent specified below, any gratuity and leave encashment, the payment of which may be authorized by the Punjab Waqf Board in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity and leave encashment which having become admissible to me on retirement may remain unpaid at my death.

Original nominee(s)			Alternate nominee(s)		
Name and address of nominee/ nominees	Relation-ship with the Govt. Servant	Age	Amount of share of gratuity payable to each	Name, address, relationship & Age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Govt. Servant but before the receiving payment of gratuity.	Amount of share of gratuity payable to each.
1.	2.	3.	4.	5.	6.

This nomination supersedes the nomination made by me earlier on which stands cancelled.

- NOTE: 1. The Govt. Servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has assigned.  
2. Strike out which is not applicable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_

Signature of two witnesses

1.

2.

Signature of Govt. Servant

(TO BE FILLED IN BY HEAD OF OFFICE)

Nomination by:

Designation:

Office :

Signature of Head of Office

Designation:  
Date :

## NEW PROFORMA FOR VERIFICATION OF CHARACTER AND ANTECEDENTS

### ANNEXURE-I

### ATTESTATION FORM

Affix signed  
passport size (5 cm  
x 7 cm appx) copy  
of recent photo-  
graph where asked  
for

**WARNING:**

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.
2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. Subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his service would be liable to be terminated.

1.	Name in full (in BLOCK capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town.		
3.	a) Home Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town and name of District Headquarters.		
	b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

Contd..2/-..



2. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/Street/ Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column.

5.

	Name	Nationality (by birth or by domicile)	Place of Birth	Occupation (if employed give designation & official address)	Present address (if deal give last address)	Postal address (if deal last address)	Permanent Home address
i) Father (Name in full aliases, if any)							
ii) Mother							
iii) Wife/ Husband							
iv) Brother(s)							
v) Sister (s)							

Contd..3/-..

5(a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country: -

Name	Nationality (by birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column.

6. Nationality

7. (a) Date of Birth -  
 (b) Present Age -  
 (c) Age at Matriculation -

8. (a) Place of birth, District and State in which situated -

- (b) District and State to which you belong -  
 (c) District and State to which you father originally belong -

9. (a) Your Religion -

- (b) Are you member of a SC/ST? Answer in Yes or No. -

Contd..4/-..

10. Educational Qualification showing places of education with year in School and College since 15<sup>th</sup> year of age.

Name of School/College with full address	Date of Entering	Date of Leaving	Examination Passed

11.(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-government or a Quasi-Govt. body or an autonomous body or a public undertaking or a private firm or institution, if so give full particulars with date of employment up- to-date.

Period		Designation & nature of employment	Emoluments	Full name & address of employer	Reasons for leaving previous service
From	To				

11.(b) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under the Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or a subsequent date before your services actually terminated.

Contd..5/-..

- 12(1) a) Have you ever been arrested? Yes / No  
 b) Have you ever been prosecuted? Yes / No  
 c) Have you ever been kept under detention? Yes / No  
 d) Have you ever been bound down? Yes / No  
 e) Have you ever been fined by a Court of Law? Yes / No  
 f) Have you ever been convicted by a Court of Law for any offence? Yes / No  
 g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority, institution? Yes / No Yes / No  
 h) Have you ever been debarred/disqualified by any Public/ Staff Selection Commission for any of examination/ selection? No Yes / No  
 i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? Yes / No  
 j) Is any case pending against you in any university or any other educational authority institution at the time of filling up this Attestation Form? Yes / No  
 k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?

12(2) If the answer to any of the above mentioned question is Yes, give full particulars of the case/arrest/detention/fine/conviction/sentence/ punishment etc. and the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this form.

NOTE:(i) Please also see the warning at the top of this attestation form.  
 (ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible person of your locality or two references to whom you are known. 1. \_\_\_\_\_  
 2. \_\_\_\_\_

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**CHARACTER CERTIFICATE**

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ for the last\* \_\_\_\_\_ years \_\_\_\_\_

months and that to the best of my knowledge and belief he/she bears a reputable character  
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp

\* At least 6 months at the time of signing the certificate.

\*\*\*\*\*

**CHARACTER CERTIFICATE**

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_

\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_

\_\_\_\_\_ for the last\* \_\_\_\_\_ years \_\_\_\_\_

months and that to the best of my knowledge and belief he/she bears a reputable character and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp

\* At least 6 months at the time of signing the certificate.

\*\*\*\*\*

**SELF DECLARATION ON CHARACTER AND ANTECEDENTS**

I \_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_

R/O \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

solemnly affirm and declare as under.

1. That I am a bonafide citizen of India.
2. That I have not applied for or taken citizenship of any other country.
3. That I have not been held guilty in any criminal case by any competent court of law nor any criminal case is pending me. (If held guilty or case is pending, please mention details below)
4. Whether you are married and if so, he/she doesn't have more than one living wife/husband.
5. That I have not been dismissed from service by any Government (Central or any state) or any Government owned/controlled board, corporation or PSU.
6. That I shall abide by the constitution of India as by law established.

Place:

Deponent

Date:

Sign:

Name:

I solemnly declare that the above information is correct to my knowledge and belief and nothing has been concealed therein. I understand that my services shall be liable for dismissal in the event of any of the information mentioned above turns out to be false.

Place:

Deponent

Date:

Sign:

Name:

\*\*\*\*\*

**SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_  
Son/ daughter /wife of \_\_\_\_\_ resident of \_\_\_\_\_, in the District  
of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called "the Surety") am held and firmly bound unto the Punjab  
Waqf Board (hereinafter called "the Board" which expression shall unless excluded by or repugnant to  
the subject or context include his successors in office and assigns) in the sum equivalent to the amount  
of salary paid to the borrower mentioned herein to be paid to the Board FOR WHICH PAYMENT TO be  
well and truly made I hereby bind myself, my heirs, executors, administrators and representatives firmly  
by these presents. As witness my hand this \_\_\_\_ day of \_\_\_\_\_ Two thousand  
and twenty-one.

**WHEREAS** \_\_\_\_\_, son/ daughter/ wife of \_\_\_\_\_,  
resident of \_\_\_\_\_ in District of \_\_\_\_\_ at present employed as a  
temporary employee on probation in the board (hereinafter called "the Borrower") has undertaken to  
refund the amount of salary paid during the probation, in case he/she leaves the service before  
completion of probation period.

**AND WHEREAS** Board having agreed to pay the salary conditionally as per offer of  
appointment to the borrower during the probation period, the Surety has agreed to execute the above  
bond with such conditions as hereunder is written.

**NOW THE CONDITION OF THE OBLIGATION** is such that if the said Borrower leaves  
the services before completion of the probation period, he shall be liable for repayment of whole amount  
of salary paid by the board and that if the Borrower becomes insolvent or defaults in the repayment at  
any time on or after leaving the service, the whole or so much of the said amount paid as salary by the  
board to the borrower that remain unpaid back to the board shall immediately become due and payable  
to the Board and recoverable from the Surety in one instalment by virtue of this Bond.

Signed and delivered by the said \_\_\_\_\_.

Signature of Surety \_\_\_\_\_

Designation \_\_\_\_\_

**In the presence of :**

**1<sup>st</sup> Witness:**

**2<sup>nd</sup> Witness:**

**Name:**

**Name:**

**Designation:**

**Designation:**

**Address:**

**Address:**