

No.DMRC/Sec/BRKR/C&A/2016/01

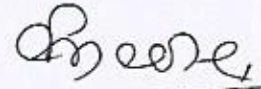
Date: 30.01.2016

Circular

As per the guidelines received from Delhi Police, Special Branch, Delhi Police has started online Character & Antecedent verification of Outsourced/Contract employees. All outsourced/contract employees who are residing in Delhi are hereby directed to submit C&A verification form (only for those who have not submitted C&A verification form / Verification fee) at Pass Section, Barakhamba Metro Station. The fee for C&A verification (Rs. 250/- per applicant) shall be submitted by contractor through online verification portal of Delhi Police at Pass Section, Barakhamba Metro Station.

The list of documents required and C&A verification form (modified as directed by Special branch, Delhi) is enclosed for circulation amongst all contractors/outsourced agencies.

All HOD's are requested to direct the outsourced agencies /contractors/vendors/operating under their control to comply with the instructions mentioned above.

  
Csc 1/2/2016

All HOD's

CE/PB & CS

**(Character & Antecedent Verification form for Outsourced/Contractor's staff)**

<b>Name of Agency</b>		<b>Paste your recent passport size photograph</b>	
<b>Applicant's Detail</b>			
<b>Applicant's Name</b>		<b>Father's Name</b>	
<b>Mother's Name</b>		<b>Marital Status (Married/Unmarried)</b>	
<b>Blood Group</b>		<b>Place of Birth</b>	
<b>DOB</b>		<b>Gender</b>	
<b>Applicant's Mob No</b>		<b>Nationality</b>	
<b>Religion</b>			
<b>Present Address</b>			
<b>Permanent Address</b>			
<b>Present Address Duration</b>			
<b>From (Month &amp; Year)</b>		<b>To (Month &amp; Year)</b>	
<b>Police Station</b>		<b>District</b>	
<b>Education Qualification</b>		<b>Details of Course</b>	
<b>Criminal History (Yes/No)</b>		<b>Category (SC/ST/OBC/General)</b>	
<b>Case Details</b>			
<b>Fir No</b>	<b>Police Station</b>	<b>Status</b>	<b>Remarks</b>

It is certified that the above 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 issue of PIC for Metro Station/ Depot/ RSS/ Office entry.

Signature of Employer  
/Authorised Signatory (with Stamp)

Signature of Applicant  
Date:

Documents Required for Online C&A Verification by Special Branch, Delhi Police

S.No	Document Required	File Size	Format
1	Applicant Photograph (Passport Size)	Less than 20 KB	JPEG only
2	Photo Identity Proof (only one)	Pan Card	Less Than 200 KB
		Driving License	
3	Residential Proof (only one)	Election.Voter's ID	Less Than 200 KB
		Adhar Card	
		Passport	
		Electricity Bill	
		Telephone Bill (Land Line)	
		Ration Card	
		Passbook	
		Rent Agreement / or Adhar Card / Voter's Id	
4	Forwarding Letter of the Organisation	Less Than 200 KB	PDF or JPEG only