

## Checklist

- (i) An application to the name of Chief Engineer for enlistment.
- (ii) Registration Certificate from Labour Department.
- (iii) Affidavit (As per Annexure-B).
- (iv) Certificate of immovable property with its market value duly attested by the Collector of First Class Magistrate.
- (v) Solvency certificate from any Scheduled Bank indicating clearly the financial position viz cash in hand, in the bank of credit limits as per Annexure-B.
- (vi) Registered Copy of deed or Articles of Association in case the party is a Firm/ Company.
- (vii) List of name of works executed during last three financial years, with amount of work done, duly attested by a Gazetted Officer.
- (viii) If the firm of the limited company wants to get itself enlisted it should produce the registered partnership deed alongwith the name of the person holding the power of attorney. An attested copy of the power of attorney should be enclosed.
- (ix) Details of machinery, tools and plants including the number of trucks, rigs, compressors etc.
- (x) Details of technical staff permanently employed with the technical qualification and experience of each employee.
- (xi) For enlistment in Class-I qualified degree holder, Engineer is required to be employed for technical guidance and proof regarding employment of a degree holder Engineer or having equivalent qualifications is required to be enclosed alongwith the application.
- (xii) List of previous enlistment from Haryana PWD B&R, Irrigation Branch, HUDA, HSAMB or U.T. Chandigarh Admn. or any other enlisting agency.
- (xiii) Certificate from the Superintending Engineer/ Executive Engineer regarding satisfactory completion of the works executed, should be enclosed.
- (xiv) Latest income tax clearance certificate, PAN No. from the competent authority in original or an attested copy.
- (xv) Original documents shall also be produced for verification if required if the application is found in order.
- (xvi) PAN No.
- (xvii) Proof of identification & address.
- (xviii) Identify Card duly filled as per Annexure-C (To be issued by Department at the time of enlistment).