

SL 1106 (ISSUE)

23-

No.K-11022/67/2012-AR

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

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Sardar Patel Bhavan, Sansad Marg,
New Delhi-110 001

Dated: the 10th May, 2013

OFFICE MEMORANDUM

Subject: Self-certification

The Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration – The Heart of Governance", has recommended adoption of self-certification provision for simplifying procedures.(www.darpg.gov.in)

2. Taking a cue from this some Ministries/State Governments have adopted the provision of self-certification of documents like marksheet, birth certificate etc. by the applicants/stakeholders instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above method is citizen friendly and obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

It is requested to kindly review the existing requirements of attested copy or affidavit in various application forms in a phased manner and wherever possible make provision for self-certification of documents, after obtaining the approval of the competent authority.



(Sanjay Kothari)

Secretary to the Government of India

Tele: 23742133

All Chief Secretaries/Administrators of States/UTs

16/5
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Sl No T (Issue)

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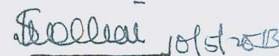
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(Sanjay Kothari)
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All Secretaries (AR) of States/UTs

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Sl No 8 (Issue)

-33-

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Sanjay Kothari 10/5/2013

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Secretary to the Government of India

Tele: 23742133

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Secretaries to the Government of India