

F. No. DPE/13(11)/13-Fin.
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhavan
Block No. 14, CGO Complex
Lodhi Road New Delhi-110003

Dated: 13th June, 2013

OFFICE MEMORANDUM

Subject: Self-certification

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The undersigned is directed to enclose herewith a copy of OM No K-11022/67/2012-AR dated May, 2013 received from the Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances on the above subject. It has been decided that CPSEs as a citizen friendly measure and to save the time of the citizens and Government officials should also review existing requirement of attested copy or affidavit in various application forms and wherever possible, self-certification of documents may be accepted. Original documents may be asked for at the final stage.

All the Administrative Ministries / Departments are advised to direct all the CPSEs under their administrative control to implement the above instructions in letter and spirit.


(V. K. Jindal)
Director
Ph. 24362770

Encl: As above

1. All Secretaries of Administrative Ministries/Departments
2. Chief Executives of CPSEs

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 May, 2013

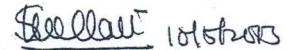
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The Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration – The Heart of Governance", has recommended adoption of self-certification provision for simplifying procedures.(www.darpg.gov.in)

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

Secretaries to the Government of India