Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
Directorate General of Human Resource Development  
409/8, Deep Shikha, Rajendra Place,  
New Delhi – 110008  

F. No. 558/1/2013-DGHRD Pt-I  

Dated: 06.10.2015  

To

The Pr. Chief Commissioner/The Chief Commissioner, Central Excise (Except Chandigarh)  
The Pr. Chief Commissioner/The Chief Commissioner, Customs (Except Kolkata)  
The Pr. Director General/ Director General (Except DG (Valuation), DG (Safeguard))  
The Director/ Commissioner I/C Directorate (Except Logistics & DPPR)

Subject: Abolition of Affidavits and adoption of self certification – review thereof reference from D/o Administrative Reforms, PG & Pension (DOARPG&P) Regarding.

Madam/Sir

Kindly refer to this office letter of even number dated 31.07.2014 and 08.09.2015 on above subject requesting for views on review of process of abolition of affidavits and adoption of self certification of documents.

2.0 So far, no information has been received from your office. It is requested that the matter may please be treated as MOST URGENT, as the said information is to be made available to the Board.

3.0 The report in this regard may be submitted latest by 09.10.2015.

All the previous letters referred above have been uploaded on www.dghrd.cbec.gov.in & www.cbec.gov.in.

Yours faithfully

(Vinay K. Singh)  
Additional Director (HRM)

Copy to: "Webmaster-CBEC" webmaster.cbec@icogate.gov.in.
Reminder

Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha, Rajendra Place,
New Delhi – 110008

F. No. 558/1/2013-DGHRD Pt.I Dated: 08.09.2015

To

All Pr. Chief Commissioners/Chief Commissioners of Central Excise except Chandigarh Zone
All Pr. Chief Commissioners/Chief Commissioners of Customs except Kolkata Zone
All Pr. Director Generals/ Director Generals (except DG (Valuation) and DG (Safeguard)),
The Pr. Commissioners/Commissioners (In-charge of Directorates) except D’te of Logistics and DPPR

Sub:- Abolition of Affidavits and adoption of self certification – review thereof - reference from D/o Administrative Reforms, PG & Pensions (DOARPG&P)

Madam / Sir

Kindly refer to this office letter of even number dated 31.07.2014 on above subject requesting for views on review of process of abolition of affidavits and adoption of self certification of documents.

2. So far, no information has been received from your office. It is therefore requested to send the requisite views at the earliest.

Yours faithfully

(Sanjai K. Srivastava)
Assistant Director (Policy)
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
Directorate General of Human Resource Development
409/8, Deep Shikha, Rajendra Place, New Delhi - 110008

F. No. 558/I/2013-DGHRD Pt.I  
Dated: 31st July, 2014

To
The Chief Commissioner of Central Excise & Customs (All)  
The Director General (All)  
The Commissioner (In-charge of Directorates)

Sub: Abolition of Affidavits and adoption of self certification – review thereof-  
reference from D/o Administrative Reforms, PG & Pensions (DOARPG&P)

Madam / Sir,

Please find enclosed O.M. F.No. O-21030/21/2014- Coord.dt. 22.07.2014 alongwith  
enclosing on the above subject.

2.1 With a view to initiate the review of process of abolition of affidavits and adoption of  
self certification, it is requested that a report on the following may please be sent:

a) Areas / specific cases where affidavit / attestation is warranted by the Department in  
   Central Excise / Customs / Service Tax matters and authority thereof

b) Administrative matters where affidavit / attestation is warranted by the Department

c) Suggestion, as to whether affidavit / attestation in such cases can be done away with

2.2 It is requested that the matter may please be treated as MOST URGENT and report in  
this regard may be submitted by 10th of August 2014.

Yours faithfully,

(Rekha K. Jagdev)  
Addl. Director General (HRM)

Encl : As above
F. No. 558/1/2013-DGHRD

Dated: 24.07.2014

To

Shri N. Choudhary
Under Secretary [TC]/[Coordination]
Government of India
Ministry of Finance
Department of Revenue (Coordination Section)
Room No. 252-C, North Block,
New Delhi

Sub: Abolition of Affidavits and adoption of Self-certification-review thereof-reference from D/o Administrative Reforms, PG & Pensions (DOARPG&P)

Sir,


In this regard it is mentioned here that this Directorate does not have any public dealings, and in its day-to-day functioning no affidavits or self certifications from any individual or agency are required. Thus, the report in respect of this Directorate may be treated as ‘Nil’.

Yours faithfully,

Additional Director General (HRM)

[Signature]

[Stamp]
MOST IMMEDIATE
TIME BOUND

Government of India
Ministry of Finance
Department of Revenue
Coordination Section

Date and Day

Room No. 252-C, North Block
New Delhi, the 21st July, 2014

OFFICE MEMORANDUM


The undersigned is directed to forward herewith DO letter No. K-11022/67/2012-AR dated 17.7.2014 and 2.7.2014 on the subject mentioned above along with enclosures mentioned therein. The DO letters from Secretary, D/o AR, PG&P as indicated above are self-explanatory and require this Deptt. to initiate process of abolition of affidavits and adoption of self-certification on a priority basis.

2. It is requested that action for review for the process of abolition of affidavits and self certification may be initiated and completed for your organization/division as early as possible and compliance report may be sent by 15.8.2014.

3. This may please be treated as Most Urgent. Para 4 of the DO letter dated 17.7.2014 may be referred for any further clarifications.

Encl:- As above.

(N.Choudhary)
Under Secretary (TC)/(Coordination)
Ph.23095484

1. Chairperson, CBDT.
2. Chairperson, CBEC.
3. All Officers and Section in the Department of Revenue
4. Commissioner (Coordination), CBEC (in respect of CBEC)
5. CIT (Coordination), CBDT (in respect of CBDT)
6. Directorate of Income Tax (RSP&PR) 2nd Floor, Hans Bhawan, Bahadur Shah Zafar Marg, New Delhi
8. Guard File.

Immediate
21/7

17th July 2014

Dear Sri S.K. Das,

Please refer to my DO letters of even number dated 24.04.2014 and 02.07.2014 regarding abolition of affidavits and promotion of self-certification.

2. As you may be aware, Government of Punjab has abolished the requirement of affidavits in a number of services, a list of which is enclosed at Annexure-I. They have replaced affidavits with self-declaration for different services and the requisite format is at Annexure-II.

3. The list of services, where affidavits have been retained by Punjab Government may please be seen at Annexure-III. As a ready reference, I am also enclosing the circular of Punjab Government on this subject (Annexure-IV).

4. Further details, if required, may be accessed at this Department’s website www.darpngov.in. In case any other information is required, please contact me a secy-arpg@nic.in or Shri Aditya Joshi, Director (AR) Tel. 011-23360369 (email icshii.aditya@nic.in).

It is requested that the process of abolition of affidavits and adoption of self-certification may be completed as early as possible and the compliance report may kindly be sent to me by 31.08.2014.

Yours sincerely

(Sanjay Kothari)

Shri Shaktikanta Das
Secretary
Department of Revenue
North Block
New Delhi.
Annexure I — A list of affidavits that have been eliminated

After the receipt of recommendations of Punjab Governance Reforms Commission, a number of schemes in which self-declaration has been implemented instead of affidavits.

1. Succession certificate
2. Dependence certificate
3. Freedom fighter certificate
4. Counter Sign
5. N.O.C. of marriage palaces
6. N.O.C. of video parlours
7. Title of printing press/Newspaper
8. Regarding character certificate (for Media related)
9. Issue of nambardari certificate
10. Advance of G P fund
11. Final payment of G P fund
12. Medical reimbursement
13. NOC for issue of passport
14. Apply Ex-India leave
15. Inter district transfers
16. Employment on compassionate ground
17. Reimbursement of medical bills
18. Affirmations regarding complaint
19. Regarding issue of new ration card
20. Regarding issue of duplicate and replaced ration card
21. Addition of name in ration card
22. Regarding editing of name in ration card
23. Regarding caste certificate
24. Certificate of residence
25. Regarding Schedule Caste certificate
26. Regarding backward class certificate
27. Regarding rural area certificate
28. Certificate of others backward
29. Certificate of agricultural income
20. Regarding late registration of death
21. Regarding late registration of birth
22. Regarding registration of birth certificate
23. Regarding amendments in birth certificate
24. Regarding amendments in death certificate
25. Regarding non-encumbrance certificate
26. Registration of marriage under Hindu Marriage Act
27. Regarding marriage under Special Marriage Act
28. Regarding dependence certificate regarding succession certificate

Deputy Commissioner
Sangur
A) Self-declaration for getting services from Government Departments/Local Bodies/Autonomous Institutions under the State Government.

The written declaration as given hereunder will be included at the end of the application form for seeking the services:

I ___________________________ Son/Daughter of Sh. ___________________________

Age________________ Year_________ resident of ___________________________

District________________ Punjab, hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

B) Self-declaration for getting admission in the educational Institutions under the State Government:

The written declaration as given hereunder will be included at the end of the application form for getting admission:

I ___________________________ Son/Daughter of Sh. ___________________________

Age________________ Year_________ resident of ___________________________

District________________ Punjab, hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.
C) Self-declaration for getting employment in Local Bodies/Autonomous Bodies under the State Government:

The written declaration as given hereunder will be included at the end of the application form for getting employment:

I, ___________________________ Son/Daughter of ____________________________

Age __________________________ Year __________________________ resident of ____________________________

District __________________ Punjab, hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.
Govt. of Punjab: Illustrative List of Services for which Affidavits are required

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Services for which affidavits are still required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Arms Licence</td>
</tr>
<tr>
<td>2</td>
<td>Late Renewal Arms Licence</td>
</tr>
<tr>
<td>3</td>
<td>Addition of Weapon</td>
</tr>
<tr>
<td>4</td>
<td>Entry/Deletion of Weapon</td>
</tr>
<tr>
<td>5</td>
<td>Disposal of Death case (Arms Licence)</td>
</tr>
<tr>
<td>6</td>
<td>Admission in Colleges/Schools (low income)</td>
</tr>
<tr>
<td>7</td>
<td>Unmarried Certificate</td>
</tr>
<tr>
<td>8</td>
<td>Late Death Certificate (Current Year)</td>
</tr>
<tr>
<td>9</td>
<td>Sale of vehicles</td>
</tr>
<tr>
<td>10</td>
<td>For Appointment Letter</td>
</tr>
<tr>
<td>11</td>
<td>Complaint cases</td>
</tr>
<tr>
<td>12</td>
<td>Misc. (Court cases/Central Govt.)</td>
</tr>
</tbody>
</table>
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(TRAINING BRANCH)

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, High Court of Punjab and Haryana,
Deputy Commissioners and Sub-Divisional Officers (Civil).

Memo No. 3/7/2010- Org.(3)/1007
Dated Chandigarh the 10th March, 2010.

Subject: Implementation of the recommendations of the Punjab Governance Reforms Commission, regarding:

Punjab Governance Reforms Commission was set up on 8th January, 2009 under the Government orders. The Commission has already submitted two Reports to the Government. The proposed recommendations of the Commission were considered carefully by the Government and it was decided that the recommendations will be considered by the Empowered Committee under the Chairmanship of Chief Secretary and, thereafter, the Department of Personnel, in consultation with the concerned Secretaries, will be responsible for getting the Government decisions implemented regarding the recommendations of the Commission.

The recommendations of the Commission were carefully considered. The following orders were issued regarding the specific recommendations related to affidavits and attestations.

All concerned are requested to immediately act in accordance with the revised procedures within the defined time frame.

1. Attestation system related to need based services:

1.1 Presently, the applicants/guardians have to submit affidavits to get various need based certificates such as Reference for Kindergarten/SC/ST etc. In some cases, affidavits are required due to some rules, sub-rules etc. under the authority of some specific law. For such cases, these are attested by Public Notary while in other cases, attestation rests with the Executive Magistrates.

1.2 The view of the Government is that by asking for affidavits, the citizens are put to unnecessary harassment and as such, attestation should be replaced by self
declaration in majority of the cases because there is a provision for stern action under the law for making wrong declaration. Therefore, it has been decided that no Government Department or organization will ask for affidavits from the applicants except in those cases where affidavits are required under law. In place of having affidavits, self-declaration has been accepted and this system will be implemented with effect from 1st April, 2010 onwards. It will be ensured by the Deputy Commissioners of the State that the self-declaration forms will be available at all the Swaythi Kendras to the citizens. Though, the self declaration will carry a photo of the applicant.

1.3 All the Secretaries of the Departments, especially, Education, Health, Technical Education, Irrigation and Power etc. and others where affidavits are required for seeking admission or employment, will ensure that all organizations/agencies will replace the existing system of submission of affidavits with self-declaration and implement the changed system within the time frame.

1.4 All the Departments will submit a list of affidavits which have been replaced by self-declaration to the P.G.R. Cell of Department of Personnel and another list of the subjects where affidavits are required to continue due to legal formalities or any other reasons. This list should be submitted by 30th April, 2010.

2. Attestation of Documents:

2.1 Presently, the applicants seeking admission in educational institutions and employment in Government Departments, are required to prove their eligibility to submit the attested copies of certificates. In some cases, the applicants are required to have the particulars mentioned in the applications duly attested by the Executive Magistrates.

2.2 The Government has decided that the applicants while submitting documents for admission in educational institutions and for seeking employment will be permitted to submit self-attestation with effect from 1st April, 2010 onwards.

2.3 For admission to educational institutions and for providing employment, the concerned agencies should accept the self-attested copies from the applicants and the original certificates should be called only from finally selected candidates.

3. Action to be taken by the Authorities:

3.1 The Administrative Secretaries of the Departments of Education, Higher Education, Medical Education and Research and Technical Education are requested to ensure the implementation of the Government decision in all the educational institutions. The format of the application form is, thus, required to be revised properly before seeking applications for admission by the applicants during the Academic Session of 2010-11.
3.2 Chairman of the Punjab Public Service Commission and Subordinate Services Selection Board are requested to ensure the implementation of the decision while making appointments. The recruitments which are not covered by the above two authorities, the Administrative Secretaries and Heads of Departments concerned are required to take appropriate steps in the Departmental Selection Committees.

3.3 The Deputy Commissioners of the State are required to ensure that the decision will be disseminated through the District Swadeshi Centres by publicising the same widely and prominently. While doing so, due attention may also be drawn to the relevant provisions of The Indian Penal Code for willfully filing wrong declaration (Annexure-1).

3.4 Self-declaration format will also be properly included in the applications for employment being provided by various organizations under the control of the State Government (Annexure-2).

S. C. Agrawal,
Chief Secretary, Government of Punjab.

Endst. No. 3/7/2010-IRg.(3)/1009 Dated Chandigarh the 10th March, 2010.

Copy is forwarded to Sh. Satish Chandra, IAS, Principal Secretary, Health & Family Welfare, Planning and ex-officio Member Secretory, Punjab Governance Reforms Commission & Chairman, Core Implementation Committee for Information and necessary action.

Sd/-
Under Secretary

Personnel

Endst. No. 3/7/2010-IRg.(3)/1009 Dated Chandigarh the 10th March, 2010.

Copy is forwarded to the following for ensuring early follow up action:-
1) Chairman, Punjab Public Service Commission;
2) Chairman, Subordinate Services Selection Board, Punjab;
3) Vice Chancellor, Guru Nanak Dev University, Amritsar;
4) Vice Chancellor, Punjab University, Patiala;
5) Vice Chancellor, Baba Farid Medical University of Health Sciences, Faridkot;
6) Vice Chancellor, Punjabi Technical University,jalandhar;
7) Vice Chancellor, Central University, Punjab, Patiala;
8) Vice Chancellor, Guru Angad Dev Veterinary and Animal Science University, Ludhiana;
9) Vice Chancellor, Rajiv Gandhi National University of Law, Patiala; and
10) Vice Chancellor, Punjab Agriculture University, Ludhiana.

Sd/-
Under Secretary, Personnel
Circular No. 3/6/2014

F.No. O-21030/01/2014-(Coord) (Vol.III)
Government of India
Ministry of Finance
Department of Revenue

North Block, New Delhi,
Dated 7 July, 2014

OFFICE MEMORANDUM

Subject: Self-certification - reg.

A copy of a D.O. No. k-11022/67/2012-AR dated 2.7.2014 received from Shri Sanjay Kothari, Secretary, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances on the subject mentioned above is forwarded herewith for information and necessary action.

Enc: as above.

Under Secretary to the Government of India

1. All Officers and Section in the Department of Revenue.
2. Commissioner (Coordination), CBEC (in respect of CBEC)
3. CIT (Coordination), CBDT (in respect of CBDT)

Commissioner (Coordination), CBEC
Commissioner (Coordination), CBDT
D.C. No.K-11022/67/2012-AR

02.07.2014

Dear Shri Shantikanta Das,

Kindly refer to Office Memorandum of even number dated 10 May 2013 regarding abolition of affidavits and promotion of self-certification (copy enclosed) and Cabinet Secretary’s letter dated 5th June 2014 (specifically Para 2 (h)).

2. Some Ministries have adopted the provision of self-certification of documents such as mark sheet, birth certificate etc. by the applicants/stakeholders. Under the self-attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above procedure is citizen friendly and obtaining either an attested copy or affidavit not only costs money to the poor citizen but also involves wastage of time of the citizens as well as of the Government officials. A presentation on the subject is attached for your perusal.

4. I will request you to kindly review the existing requirements of affidavits and attested copy by Gazetted Officers in various forms in your Ministry/Department in a phased manner and wherever possible, make provision of self-certification of documents and abolition of affidavits.

I know you would value your budget but you can use the resources. Yours sincerely,

(Sanjay Kothari)

Shri Shantikanta Das
Secretary
Department of Revenue
North Block, New Delhi.
Declaration of solutions: Abolition of Affidavits

- Declarations before Civil Servants are signed as Affidavits.
- Application forms were drafted containing an undertaking that 'facts stated are true and correct to the best of his/her knowledge and belief'.
- Any false declaration before a Civil Servant attracts various penal sections of IPC such as Section 127, 187, 193, 197, 200, 199, 204, & 205.
- As far as admissibility of documents under Indian Evidence Act, there is no weightage of affidavits over self-declarations.

Replacement of attestation by gazetted officer with self-certification by the Citizen.

Self Attestation of certificates accepted for school, college admissions, employment authorities.

Abolition of Affidavits and Self Declarations: Implementation Mechanism in Punjab

Result of Abolition of Affidavit Reform in Punjab

Estimated Saving of Rs. 300 Cr in Punjab

[Diagram showing estimated savings and related information]
Way Forward

- Minimize the requirement of Third Party Verification by-offices for the issue of Arts, Residential/Domicile and caste certificates, etc.
- Issue of caste certificates to students from Class I to be valid for their entire life.
- Central Government to amend its own laws.
- State Governments to amend their laws.
No.K-11022/67/2012-AR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110 001. Dated the 10th May, 2013

OFFICE MEMORANDUM

Subject: Self-certification


2. Taking a cue from this some Ministries/State Governments have adopted the provision of self-certification of documents like marksheets, birth certificates 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 Rotari)
Secretary to the Government of India
Telex: 23743111

Secretaries to the Government of India
Introduction

- The 2nd ARC (12th report) recommended simplification of procedures. The Punjab Government followed the recommendations.
- Government of Punjab developed and implemented the scheme of rationalization of affidavits and self-certification.
- SABPS wrote to all Central Ministries and State Governments for abolition of affidavits and permission of self-certification of documents on 20th May, 2013 and 13th December 2013.
- Minister of State (PMO, APP) flagged a meeting on self-certification and abolishing affidavits on 24th May 2013.

Key Areas of Government - Citizen Interface

- Analysis of transactions in Service delivery centres in Punjab showed that out of 25.68 lakh services delivered through the Swasth India app, 1.48 lakh pertained to attestation of affidavits on behalf of others.
- Panchayat affidavit is not required by any statute or under any provision of law. The Government of Punjab decided to abolish affidavits which are not required by statute.