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By Speed Post

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F.No.A-60011/21/2014-Ad.IIB
Government of India
Ministry of Finance
Department of Revenue

3018

New Delhi, the 04th September, 2013

To,

The Chief Commissioners/ Director Generals, CBEC
and Director(CRCL).

Subject:- Self certification.

Sir,

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.

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 as obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

4. Government of India is keen to promote self-attestation/certification instead of attestation by Gazetted Officer or Magistrate/furnishing of affidavit. so as to avoid unnecessary harassment to the public. Department of Administrative Reforms and Public Grievances has launched a drive in this regard.

5. Accordingly, in respect of all copies of documents hitherto requiring certificate/attestation by a Magistrate or Gazetted Officer, Self certification by the applicant should be treated as sufficient, subject to production of the original certificates as and when required.

Yours faithfully,

A.K. Qasim

(A.K. Qasim)

/ Deputy Secretary to the Govt. of India

Tele : 23095530

Copy to : DG (System) with the direction to upload the above instructions on the website.