

Dy. No. 52535649 A.R.O.

21-5-13

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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 10<sup>th</sup> May, 2013

OFFICE MEMORANDUM

Subject: Self-certification

The Second Administrative Reforms Commission in its 12<sup>th</sup> 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*  
(Sanjay Kothari)  
Secretary to the Government of India  
Tele: 23742133

All Secretaries (AR) of States/UTs

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No. PER (AR) F (1) 5/ 2009  
Government of Himachal Pradesh  
Administrative Reforms Department

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From

The Principal Secretary (AR) to the  
Government of Himachal Pradesh

To

~~my~~  
~~E-in-charge~~  
~~EST/II~~  
3/6  
20/5/2013

1. All the Administrative Secretaries  
to the Government of H.P.

2. All the Head of Departments  
In Himachal Pradesh

E-in-charge PWD

Dated Shimla-2, the

29<sup>th</sup> May, 2013

Subject:-  
Sir,

Self-Certification.

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I am directed to enclose herewith **OFFICE MEMORANDUM**  
No. K-11022/67/2012-AR dated 10<sup>th</sup> May, 2013 received from Secretary to the  
Government of India, a, Ministry of Personnel, Public Grievances and Pensions,  
Department of Administrative Reforms & Public Grievances, Sardar Patel  
Bhavan, Sansad Marg, New Delhi on the subject cited above for information and  
necessary action and action taken report please.

Yours faithfully,

*Omkaran*  
Under Secretary (AR) to the  
Government of Himachal Pradesh