

From
To

No.62/09/2010-6GS1
The Chief Secretary to Government, Haryana

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments, Commissioner, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All the Deputy Commissioners of the State of Haryana.
5. The Managing Directors/Chief Administrators of all the Boards/ Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 26th March, 2014

Subject: . Regarding review the existing requirement of attested copies or affidavit in various application forms in a phased manner and make provision for self-certification of documents.

Sir/Madam,

I am directed to invite your attention to this department letter no. 62/09/2010-6GS1, dated 28.4.2010 & 17.6.2011 on the subject noted above vide which it was decided that no Government departments or organizations would henceforth require the applicants to file affidavits for delivery of services except in those cases where affidavit is required by law or under the statutory rules. In other cases, a self-declaration would be accepted. The applications forms may be drafted so as to contain an undertaking/declaration by the applicant that the facts stated in the application are correct to the best of his/her knowledge belief and that nothing has been concealed therein. In case of any concealment or misrepresentation, legal action would be taken against the culprits. Such action can be taken under Section 182, Section 415 read with Section 417 and Section 420, of Indian Penal Code as the case may be.

2. Now the Government of India, Administrative Reforms and Grievances Department vide its letter No. K-11022/67/2012-AR, dated 13.2.2013 has recommended to review the existing requirement of attested copies or affidavits in various application forms by making provision for self certification of documents, wherever possible. The method of self-certification is citizen friendly and avoids wastage of time, efforts and money on the part of citizens. The 2nd Administrative Reforms Commission in its 12th report titled "Citizen Centric Administration-The Heart of Governance" has also recommended for adoption of self certification for simplifying procedures. Hence, the matter has been reconsidered and it has been decided to adopt the provision of self-certification and the applicants would not require to attach attested copies of documents/certificates like Mark Sheet, Date of Birth Certificate etc. while applying for job or for admission purpose in various organizations/educational institutions. The self-attested documents/certificates would be accepted from the applicants. The original documents/certificates would require to be produced at the final stage.

3. You are, therefore, requested to ensure full compliance of these instructions in letter and spirit. These instructions may please be brought to the notice of all concerned for strictly compliance.


26/3/14
Under Secretary General Administration,
for Chief Secretary to Government Haryana