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30/11/14

From

Director Information Technology,
Chandigarh Administration.

To

All Head of Departments, Boards
Corporations/Institutes,
Chandigarh Administration.

No.SPL-1/DIT/2014 /1600
Dated: 30.7.2014.

Subject: Abolition of Affidavits and adoption of Self Certification for citizens services.

This is in continuation of letter No.9/12/1-IH(I)-2014/2319, dated 4.2.2014 issued on the above subject by the Home Department, Chandigarh Administration, vide which it was desired that the requirement of submitting Affidavits for availing of citizen services should be done away with to the extent possible and in its place, self-certification by the citizens should be introduced. An information was sought from the departments in a prescribed proforma, in response where to, few departments sent their reply while the others have still not submitted the reply. In case of few departments the information received was not very clear as to why/why not the affidavits should be dispensed with. Accordingly, the information is being re-sought and the same may be sent in following format by 12 PM on 1.8.2014. A soft copy of the same may also be sent through special messenger to the office of the undersigned i.e. Department of Information Technology, Addl. Deluxe Building, 5th Floor, UT Secretariat, Sector 9 along-with the hard copy:

| S.No. | Name of the service | Whether affidavit is being taken for this service? (Y/N) | If yes, is there any provision in the Act/Rules/Instructions etc, which makes it mandatory to obtain the Affidavit? (Also attach a photocopy of the relevant provisions) | If there is no requirement for obtaining affidavits in any Act/ Rules etc, then why is the affidavit being obtained from the citizens? | Can the need of obtaining affidavits be done away with? (Y/N) | If you still want to continue with affidavits (despite there being no provision in the Act/rules etc), state your reasons/opinion clearly. |
|-------|---------------------|--|--|--|---|--|
| | | | | | | |


It is mentioned here that the Chandigarh Administration is in receipt of a D.O. from Secretary, Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms, PG and Pensions requesting the abolition of affidavits and adoption of self

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certificate (copy of the letter attached) on the pattern of abolition of Affidavits by other States especially the State of Punjab. Also, the Adviser to the Administrator has desired that this initiative is to be implemented in the next 7-10 days.

You are therefore, requested to this information in hard/soft versions to the undersigned by 12 PM on 1.8.2014.



Director Information Technology,
Chandigarh Administration (Nodal Officer)

Endst. No. SPL-2-4/DIT/2014 /1601-1603

Dated: 30.07.2014

A copy of the above is forwarded to the following for information please:-

1. PA/AA for the information of AA please.
2. All Administrative Secretaries with the request to direct the HODs to furnish information in time.
3. PA/ASH for information of the officer please.


Director Information Technology,
Chandigarh Administration (Nodal Officer)

IMMEDIATELY


GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(Hospital Building). Sector 32-B, Chandigarh-160030 (Ph. 0172-2665253-59. Fax: 0172-2608488)
(ESTABLISHMENT BRANCH-IV)

Endst. No. GMCH-E-IV-EA-1(111)-2014/

Dated, Chandigarh the

A copy alongwith its enclosures is forwarded to the Computer Programmer, GMCH, Chandigarh. He is requested to **e-circulate/e-mail** the same to all the HODs/Br. Incharges of this Institute to supply the requisite information in the prescribed format, immediately, so that the same may be compiled and transmitted to the quarter concerned.

(Today by 3 PM/4/8/14)


Additional Director (Admn.)


Annexure-I**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. Affirmants 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

P/S 107

30. Regarding late registration of death
31. Regarding late registration of birth
32. Regarding registration of birth certificate
33. Regarding amendments in birth certificate
34. Regarding amendments in death certificate
35. Regarding non-encumbrance certificate
36. Registration of marriage under Hindu Marriage Act
37. Regarding marriage under Special Marriage Act
38. Regarding dependence certificate regarding succession certificate

— Sd
Deputy Commissioner
Sangrur

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Annexure-II**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 _____ 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.

Annexure-IIIGovernor Punjab : Illustrative List of Services for which Affidavits are required

| S. No. | Services for which affidavits are still required |
|--------|--|
| 1 | New Arms Licence |
| 2 | Late Renewal Arms Licence |
| 3 | Addition of Weapon |
| 4 | Entry/Deletion of Weapon |
| 5 | Disposal of Death case (Arms Licence) |
| 6 | Admission in Colleges/Schools (low income) |
| 7 | Unmarried Certificate |
| 8 | Late Death Certificate(Current Year) |
| 9 | Sale of vehicles |
| 10 | For Appointment Letter |
| 11 | Complaint cases |
| 12 | Misc. (Court cases/Central Govt.) |

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3.2 Chairmen of the Punjab Public Service Commission and Subordinate Services Selection Board are requested to ensure the implementation of the decision while making recruitments. 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 Suwidha Centres by publicizing 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-Trg.(3)/1008 Dated Chandigarh the 10th March, 2010.

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

Sd/-
Under Secretary

Personnel

Endst. No. 3/7/2010-Trg.(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, Punjabi University, Patiala;
5. Vice Chancellor, Baba Farid Medical University of Health Sciences, Faridkot;
6. Vice Chancellor, Punjab Technical University, Jalandhar;
7. Vice Chancellor, Central University, Punjab, Bathinda;
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

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-Trg.(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 Residence/ /Kandi Area/SC/BC 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-

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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 Suwidha 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 on account of 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.

Annexure-V**Status as on 07.07.2014 on abolition of affidavits and adoption of self-certification**

| S.No. | Name of States/UTs | Status |
|-------|------------------------------------|---|
| 1. | Meghalaya | Govt. Of Meghalaya has decided to adopt the provision of self-certification of documents vide their letter dated 28.6.2013. |
| 2. | Goa | Government of Goa vide their letter dated 29.10.2013 had directed to all its Heads of Departments to review the existing procedure of requirements of attested copies of documents or affidavits at the time of application. Subsequently, an Action Taken Report and Status Report have also been asked from all the Heads of Departments. |
| 3. | Delhi | Govt. Of NCT Delhi has asked its Departments to implement the provisions of self-certification vide their No.F.2(24)/2013/AR/6593-6793 – 6754/c dated 29.5.2013. An action taken Report in this regard has also been sought from all the Deptts/ Organizations/ Local bodies working under Govt. Of NCT of Delhi vide their letter dated 17.2.2014. |
| 4. | Dadar and Nagar Haveli, UT | Both Uts of Daman, Diu and Dadra & Nagar Haveli have adopted provisions of self-certification and abolish affidavits, wherever possible vide Order No.6/98/99-PER/2013-14/3025 dated 3/1/2014. |
| 5. | Daman & Diu | |
| 6. | Himachal Pradesh | AR Deptt. of Govt. Of Himachal Pradesh has adopted the method of self-certification by issuing instructions to all the Administrative Secretaries/ Heads of Department/ Organizations to do away with the practice of obtaining affidavits from individuals. |
| 7. | Andaman and Nicobar Administration | Andaman and Nicobar Administration vide Circular dated 12.2.2014 has adopted provisions of self-certification and abolish affidavits, wherever possible. |
| 8. | Mizoram | Government of Mizoram has issued vide office Memorandum No.A-42013/16/2011-DP&AR(GGC) dated 25 th March 2014 introducing the practice of self-certification on a trial basis for a period of one year w.e.f. 1.4.2014. |
| 9. | Madhya Pradesh | Ms. Shikha Dubey, Director, RCVP Noronha Academy of Administration & Management vide DO No.3421/A/T/02-08/2014-15 dated 27/5/2014 has informed that :- GA Department, Govt. Of Madhya Pradesh vide their letter dated C-3-3/2014/1/3 dated 21.05.2014 has issued instructions for implementation of self certification provisions in Madhya Pradesh. |
| 10. | Haryana | Govt. Of Haryana has issued instructions from Chief Secretary to all the Administrative Secretaries/ Heads of Department/ Organization to ensure full compliance for self-certification of documents. |
| 11. | Karnataka | Pr. Secy (AR), Govt. Of Karnataka has informed that Cabinet has approved waiver of affidavits in Karnataka. |