

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

**(ESTABLISHMENT BRANCH-IV)**

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5 MAR 2015

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Endst. No.:GMCH/EIV/EA1(24/3)-2015/

Dated, Chandigarh the

A copy of letter No. 205(GOI)-HIII(3)-2015/3499 dated 18.02.2015 alongwith its enclosure received from the Home Department, Chandigarh Administration, is forwarded to the Computer Programmer, GMCH, Chandigarh with a request to **e-circulate/email** the same to all the HODs/Branch Incharages of GMCH, Chandigarh for information & necessary action, please.

*[Signature]*  
05/3/15

Superintendent (Est.-IV)

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*[Handwritten mark]*

383/04/03/15  
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**MOST IMMEDIATE**

04382

No. 205 (GOI)-HIII(3)-2015/ 3499  
CHANDIGARH ADMINISTRATION  
HOME DEPARTMENT

26 FEB 2015

Chandigarh dated the 18/2/15

To


DP/Medical  
College

1. All the Administrative Secretaries,  
Chandigarh Administration.
2. All the Heads of Departments/Boards/Corporations,  
Chandigarh Administration.

Subject: Regarding attestation of documents.

Enclosed please find a copy of D.O. letter No. 281/SS (AMS & DPV)/2015, dated 03.02.2015 and minutes of Adviser to the Administrator, thereon, alongwith its enclosure received from the Special Secretary (AMS & CPV), Ministry of External Affairs, New Delhi, on the subject noted above.

2. You are requested to ensure and give wide publicity to the matter.

  
Superintendent Home III,  
for Home Secretary,  
Chandigarh Administration.

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24/3/15  
BAT

R. Swaminathan  
Special Secretary (AMS & CPV)

D.O. No. 281 /SS (AMS & CPV)/2015



सत्यमेव जयते

विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI  
03 February, 2015

HOME-III BRANCH

Diary No. 205(41)

Dated 10/2/15

Dear Shri Dev

Please refer to this Ministry's letter No. 3217/AS(CPV&Hajj)/2013 dated 29<sup>th</sup> November, 2013 (Copy enclosed) regarding the attestation of documents by the State Governments. The Ministry of External Affairs have come across several instances where many applicants who come for attestation of their educational and personal documents, face problems in getting pre-authentication from the authorities concerned in the State Government/Union Territory. It has come to our notice that some of documents are not being attested by the State Governments/UTs, although they may be essential for their employment/education abroad. An example of a list of documents which are not attested by the State Governments are given below:-

**Educational Documents:** Short term diploma/CA/CS/Certificates issued by private or even Government institutions, Mark sheets, nursing certificate, Trade certificate issued from ITI, Hotel management, Transcript, Migration certificate, Provisional certificate, Registration certificate etc.

**Personal Documents:** Experience/Medical/Hospital/Nursing Certificates. Driving License, Personal Affidavits, Bank Statements, Photocopy of various IDs like Voter card PAN Card, Driving license, Court order, Hospital admit card/discharge slip, Naval/Air force technical/experience Certificate, Pilot License, NOC, Salary/Service Certificate Certificate etc.

As you are aware, Indian nationals seeking jobs and education abroad need to submit various documents to foreign Embassies/governments who accept these documents only after they are attested by the concerned State Government and the Ministry of External Affairs. In case of non-attestation of these documents by the concerned State Government in a timely manner, our youth could end up losing such opportunities abroad.

In continuation of our earlier letter on the subject, I am writing to seek your personal intervention to instruct the concerned officials in your State to put in place a responsive mechanism to attend to the attestation needs of individuals in a reasonable time frame.

Shri Vijay Kumar Dev  
Adviser to the Administration  
Union Territory of Chandigarh  
Chandigarh

Yours sincerely,

(R. Swaminathan)

Ministry of External Affairs, Room No. 161-D, South Block, New Delhi - 110011.  
Tel. +91-11-2301-1970; Fax: +91-11-2301-3461  
E-Mail ID: ssamscpv@mea.gov.in



383/09/0000  
A.L. 609

A.R. Ghanashyam  
Addl. Secretary (CPV & Hajj)  
Tel: 011-23013161  
Fax: 011-23794138



विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

November 29, 2013

No.3217/AS(CPV&Hajj)/2013

Dear Rateb Samir Sabido,

The Ministry of External Affairs (MEA) attests personal, educational and commercial documents of individuals/companies before such documents are presented to diplomatic Missions/Consulates of foreign governments in India in support of applicants' claim to take up jobs, studies, assignments etc., abroad. As per laid down procedures, all such documents, in original, are required to be authenticated first by the designated authorities of the concerned State/Union Territory/Chamber of Commerce. The MEA attests the documents thereafter and on the basis of the signature of the designated signing authorities. The responsibility for submission of such pre-attested documents through outsourced agencies authorised by the MEA rests with the applicants.

2. Applicants and recruiting agents have brought to the notice of this Ministry, the problems they face in getting pre-authentication from the authorities concerned in the State/Union Territory. They have informed us that it takes between two to six months in getting pre-authentication of personal and educational documents. We are also informed that some authorities insist on personal appearance of the applicants who might be residing abroad.

3. There are several auxiliary documents which are, reportedly, not being attested by almost any State/UT Government e.g. short term diploma/CA/CS Certificates issued by private or even Government institutions, Mark sheets, Driving license, Experience/Medical/Hospital/Nursing Certificates, Power of Attorneys/Personal Affidavits, Bank Statements, photocopies of various IDs etc. These documents are of great help to Indian nationals seeking jobs abroad especially in the Gulf countries.

4. Skilled and unskilled Indian nationals including professionals like doctors and engineers who get opportunities to work abroad are often required to fulfil various procedural formalities within a short period of time. The fear of losing the opportunities due to inordinate delay in attesting personal/educational documents and non-attestation of other documents is resulting in these applicants approaching unscrupulous touts who resort to malpractices.

5. We would therefore like to request your personal attention to sensitize the designated authorities of your State to pre-authenticate the personal/educational documents in a reasonable period of time e.g. within 2-3 weeks. Also, a mechanism could be evolved to pre-authenticate the genuineness of the above referred other documents so as to help Indian nationals seeking jobs abroad do not lose their precious opportunities because of procedural delays.

Yours sincerely,

(A.R. Ghanashyam)

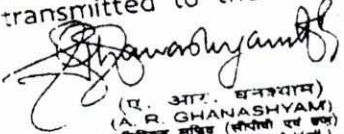
Shri Rakesh Singh  
Chief Secretary  
Government of Punjab  
Punjab Secretariat, Chandigarh - 160017

Copy to

✓ Mrs. Kalpna Mittal Baruah  
Principal Resident Commissioner  
Punjab Bhawan  
Copernicus Marg, New Delhi - 110001

(With a request that the original may kindly be transmitted to the addressee)

With regards,

  
(ए. आर. गणेश्याम)  
(A. R. GHANASHYAM)  
अतिरिक्त सचिव (सीपीए एवं वल)  
Addl. Secretary (CPV & Well.)  
विदेशी मंत्रालय, नई दिल्ली  
Ministry of External Affairs