GOVERNMENT OF WEST BENGAL
DIRECTORATE OF REGISTRATION & STAMP REVENUE
WRITERS' BUILDINGS, 'F' BLOCK, 1st. FLOOR
KOLKATA-700 001.

Memo No. 3333(43)/1M-31/14

From: Dy. Inspector General of Registratson. (H.Q.) W.B.

To: Deputy Registrar South 2nd S.P.S. P.O. & S.P.O. South 2nd S.P.S.

Date: 09.10.14

Sub: Adoption of Self-declaration in lieu of affidavit and self-attestation in lieu of attestation by Gazetted Officers.

The undersigned is directed to send herewith a copy of letter no. 1568(II)F.T._________ dated 11.9.2014 of Finance (Revenue) Department alongwith F.T./0/1E-61/2012 S.T.

its enclosures for information and taking necessary action at his end.

Enclo: As stated above.

DY. INSPECTOR GENERAL OF REGISTRATION
(H.Q.) WEST BENGAL.

9/10/14

Pm/-9.10.14.


C/o/o to all P.O. of the district for information and
Government of West Bengal
Finance (Revenue) Department

No.1568(11)-F.T.
F.T./O/1E-61/2012 S.T.

Dated Kolkata, 11th September, 2014.

From: The Assistant Secretary to the Government of West Bengal.

To: 1. The Commissioner of Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata-700 015.
2. The Commissioner of Profession Taxes, West Bengal, Jalasampad Bhawan, Block-DF, Sector-1, Salt Lake, Kolkata-700 091.
3. The President, West Bengal Commercial Taxes (Appellate & Revisional) Board, 14, Beliaghata Road, Kolkata - 700 015.
4. The Director of Entry Taxes, W.B. & Revenue Intelligence, West Bengal, 2, Brabourne Road, Kolkata -700 001.
5. The Director of Electricity Duty, West Bengal, New Secretariat Buildings, 12th Floor, 1, K. S. Roy Road, Kolkata-700 001.
6. The Commissioner of Agricultural Income Tax, West Bengal, New Secretariat Buildings, 1, K. S. Roy Road, Kolkata-700 001.
7. The Director of State Lotteries, West Bengal, 69, Ganesh Chandra Avenue, Kolkata-700 013.
8. The Commissioner of Multi-Storeyed Building Tax, West Bengal 1, K. S. Roy Road, Kolkata-700 001.
10. Bureau of Investigation, West Bengal, 10, Madan Street, Kolkata-700 072.
11. The Inspector General of Registration & Commissioner of Stamp Revenue, West Bengal, Writers’ Buildings, Kolkata-700 001.

Sub: Adoption of Self-declaration in lieu of affidavit and Self-Attestation in lieu of attestation by Gazetted Officers.

The undersigned is directed to send herewith a copy of letter No. 749-PAR(AR)/O/3M-23/2014 dated 25.07.2014 of Personnel & Administrative Reforms Department, Administrative Reforms Cell, Government of West Bengal along with its enclosures for information and taking necessary action from his end.

Assistant Secretary to the Government of West Bengal.
Memo No.749-PAR(AR)/O/3M-23/2014

From: A.R. Bardhan, IAS,
Principal Secretary to the
Govt. of West Bengal

To: The Additional Chief Secretary/Principal Secretary/Secretary
Finance Department

Sub: Adoption of Self-declaration in lieu of affidavit and Self-Attestation in lieu of attestation by Gazetted Officers.

Date: 25th July, 2014

In conformity with the recommendation of the Administrative Reforms Commission, the State Govt. holds the following views in respect of the issues mentioned in the captioned subject:

a) In order to mitigate the hassles of the general public in the matter of submission of affidavits, self-declarations should be adopted in lieu of affidavits except in the cases where in connection with the Court matters, submission of affidavits by the public servants is required.

b) Attestation of documents by the Gazetted Officers should be dispensed with and Self attestation of documents should be allowed as it will save time and remove inconveniences of both the public and the public servants.

2. The above issues were discussed in a meeting held on 21.07.2014 under the Chairmanship of the Chief Secretary, Govt. of West Bengal. (Copy of the minutes of the said meeting is enclosed)

3. It may be mentioned that Govt. of Punjab has already adopted measures on the issue referred to in the para-1(a) above. They have replaced affidavits with Self-declarations for different services. They have also retained the requirement of affidavits in respect of some services. A letter to this effect received from the Secretary, Department of Administrative Reforms, P.G. & Pensions, Govt. of India is enclosed (vide D.O. No. K-11022/67/2012-A.R. dated 17th July, 2014).

Contd.....2.....
In view of above, it is requested that in respect of your department, a list may be prepared for those services where affidavits may be replaced with Self-declarations and another list of services may also be prepared where affidavits are required to be still returned.

It is requested that the information as sought in para 4 above may kindly be sent to this office within 10 days from the date of receipt of this letter to enable the State Govt. to get the abovementioned issues approved in the Cabinet.

Enclov As stated.

Yours faithfully,

(A. R. Bardhan)

Dated, the 12th August, 2014

Copy with the copy of its enclo. forwarded for information and necessary action:

1. The P.S. to Minister-in-Charge, Finance & Excise Department.
2. The P.A. to Principal Secretary, Finance Department.
3. All Additional / Special / Joint / Deputy / Assistant Secretaries, O.S.Ds, Registrars, S.Os of Finance Department.
4. The Registrar, West Bengal Administrative Tribunal, Bikash Bhavan, Salt Lake, Kolkata-700 091.
5. The Secretary, Public Service Commission, 161 A. S.P. Mukherjee Road, Kolkata-700026.
6. The Member-Secretary, 4th State Finance Commission, Bikash Bhavan, Salt Lake, Kolkata - 700091.
7. All Directorate Offices under Finance Department.
8. All Groups / Cells / Branches of Finance Department.

O.S.D. & Ex-Officio Assistant Secretary to the Government of West Bengal.

NB: Special attention may be drawn on par-4 of the above memo.

17th July 2014

Dear Sir,

Please refer to my DO letters of even number dated 24.04.2014 and 02.07.2014 regarding abolition of affidavits and promotion of self-certification.

As you may be aware, Government of Punjab has abolished the requirement of affidavits in a number of services, a list of which is enclosed at Annexure-I. They have replaced affidavits with self-declaration for different services and the requisite format is at Annexure-II.

The list of services where affidavits have been retained by Punjab Government may please be seen at Annexure-III. As a ready reference, I am also enclosing the circular of Punjab Government on this subject (Annexure-IV). Eleven states have already taken action in this direction, a list of which is also enclosed at Annexure-V.

4. Further details, if required, may be accessed at this Department’s website www.darpngov.in. In case any other information is required, please contact me at secy-arpg@nic.in or Shri Aditya Joshi, Director (AR) Tel. 011-23360389 (email - joshi.aditya@nic.in).

It is requested that the process of abolition of affidavits and adoption of self-certification may be completed at the earliest.

Yours sincerely,

(Sanjay Kothari)

Shri Sanjay Mitra
Chief Secretary
Government of West Bengal
Kolkata
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. Affirmations 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
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 of marriage under Special Marriage Act
38. Regarding dependence certificate regarding succession certificate
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:

______________________________________ 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:

______________________________________ 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.
C1 Self-declaration for getting employment in Local 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 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 consequences as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

__________________________________________

[Signature]
<table>
<thead>
<tr>
<th>No.</th>
<th>Services for which affidavits are still required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Arms Licence</td>
</tr>
<tr>
<td>2</td>
<td>Late Renewal Arms Licence</td>
</tr>
<tr>
<td>3</td>
<td>Addition of Weapon</td>
</tr>
<tr>
<td>4</td>
<td>Entry/Deletion of Weapon</td>
</tr>
<tr>
<td>5</td>
<td>Disposal of Death case (Arms Licence)</td>
</tr>
<tr>
<td>6</td>
<td>Admission in Colleges/Schools (low income)</td>
</tr>
<tr>
<td>7</td>
<td>Unmarried Certificate</td>
</tr>
<tr>
<td>8</td>
<td>Late Death Certificate (Current Year)</td>
</tr>
<tr>
<td>9</td>
<td>Sale of vehicles</td>
</tr>
<tr>
<td>10</td>
<td>For Appointment Letter</td>
</tr>
<tr>
<td>11</td>
<td>Complaint cases</td>
</tr>
<tr>
<td>12</td>
<td>Misc. (Court cases/Central Govt.)</td>
</tr>
</tbody>
</table>
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(TRAINING BRANCH)

All Heads of Departments,
Commissioners of Divisions,
Judge of High Court of Punjab and Haryana,
Deputy Commissioners and Sub Divisional Officers (Civil).

Memo No. 3/7/2010-Trg.(3)/1007
Dated Chandigarh the 18th March, 2020.

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 attestation:

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-
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 Commissioners of the State that the self-declaration forms will be available at all the Sub-Divisional Heads of the citizen. Though, the self-declaration will carry a photo of the applicant.

1. The Secretaries of the Departments, especially Education, Health, Revenue: 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.

2. All the Departments will submit a list of affidavits which have been required to be submitted by self-declaration to the P.G.R. Cell of Department of Personnel and Administration where affidavits are required to continue due to legal or account or any other reasons. This list shall be submitted by 30th April.

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 Magistrate.

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.

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.
3.2 Chairman of the Punjab Public Service Commission and Subordinate Services Selection Board are requested to ensure the implementation of the decision while deciding appointments. The requirements which are not covered by the above two authorities, i.e., Administrative Secretaries and Heads of Departments concerned are required to take appropriate steps in the Departmental Selection Committees.

3.3 All the Deputy Commissioners of the State are required to ensure that the decision will be disseminated through the District Subwara Centres by publicising the decision 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 form.

3.4 The declaration format will also be properly included in the applications for employment being provided by various organizations under the control of the State Department or in the format issued by the State Department.

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


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, Punjab 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
**Annexure-V**

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

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of State/UTs</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Govt. Of Meghalaya</td>
<td>has decided to adopt the provision of self-certification of documents vide their letter dated 28.6.2013. The 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 of NCT of Delhi vide their letter dated 17.2.2014.</td>
</tr>
<tr>
<td>2.</td>
<td>Govt. Of NCT Delhi</td>
<td>has asked its Departments to implement the provisions of self-certification vide their No.F 2(24)/2013/AR/6593-5793-5754/c dated 29.5.2013. An action taken report in this regard has also been sought from all the Deps/ Organizations/ Local bodies working under Govt. Of NCT of Delhi vide their letter dated 17.2.2014.</td>
</tr>
<tr>
<td>4.</td>
<td>Himachal Pradesh</td>
<td>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.</td>
</tr>
<tr>
<td>5.</td>
<td>Andaman and Nicobar Administration</td>
<td>Andaman and Nicobar Administration vide Circular dated 12.2.2014 has adopted provisions of self-certification and abolish affidavits, wherever possible.</td>
</tr>
<tr>
<td>8.</td>
<td>Haryana</td>
<td>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.</td>
</tr>
<tr>
<td>9.</td>
<td>Kerala</td>
<td>Pr. Steby (AR), Govt. Of Karnataka has informed that Cabinet has approved waiver of affidavits in Karnataka</td>
</tr>
</tbody>
</table>