



BY FAX

Government of Odisha
Home Department

No. 10109 /Home. Bhubaneswar, Dated 16.03.2017
HOME-OE-I-MISC-0010-2014

From,

Shri P.K. Mahapatra
Under Secretary to Government

To,

D.G. & I.G. of Police, Odisha, Cuttack / Chief Electoral Officer & Ex-Officio Principal Secretary to Government, Home Elections Department / Additional D.G & I.G. of Police, Fire Services ; Commandant General, Home Guards and Director, Civil Defence, Odisha, Cuttack / Chief Resident Commissioner, Odisha Bhawan, New Delhi / D.G. & I.G. of Police (Intelligence), Odisha, Cuttack / Additional D.G. of Police-cum-I.G. Prisons & DCS, Odisha, Bhubaneswar / Chairman-cum-Managing Director, Odisha State Police Welfare & Housing Corporation Ltd. Bhubaneswar / Registrar General, Odisha High Court, Cuttack / Director, Odisha Judicial Academy, Cuttack / Secretary, Rajya Sainik Board, Odisha, Bhubaneswar / Special Judge Special Court, Bhubaneswar

Sub: Adoption of Self Certification / abolition of affidavits

Ref: (i) Home Department's Resolution No. 46553/COOD-MISC-0011-2016 dated 21-12-2016
(ii) Chief Secretary's D.O. No. GAD-AR-ARC-0001-2016-2900/CS dated 09-02-2017

Madam / Sir,

In inviting a reference to the afore-mentioned subject, I am directed to enclose herewith the communications apropos.

In order to avoid causing undue harassment and saving costs, in greater public interest, Government has decided to go for self certification / attestation (where there is no statutory requirement) replacing affidavits.

The self-declaration format specified by G.A. Department vide Chief Secretary's D.O. No. GAD-AR-ARC-0001-2016-2900/CS dated 09-02-2017 may be scrupulously followed.

D. K. Mahapatra
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20-3-17

In the said context, it is hereby requested to submit a list of services (**other than those mentioned under 'Name of Public Service' vide Home Department's Resolution No. 46553/COOD-MISC-0011-2016 dated 21-12-2016**) where affidavits can be replaced by self-declaration. The said information should be in the format as specified below:

Sl No.	Name of service	Designated Officer	Remarks (if any)

Another list of subjects where affidavits are required to continue due to legal formalities or on account of any other reasons may also be furnished to this Department in the following format:

Sl No.	Name of service	Designated Officer	Statutory Provision under which affidavit is mandatory	Remarks (if any)

It is hereby requested to kindly furnish the requisite information to this Department by **20-03-2017** positively. In case of not receiving any response, it will be assumed that no service delivered by the addressed Institutions needs affidavits and complies with self-certification / attestation.

The matter may be treated as most urgent.

Yours faithfully

Encl: *As above*

[Signature]
16.3.17

Under Secretary to Government

Memo No. 10110 /O.E.-I, dated 16.03.2017

Copy forwarded to P.S. to Principal Secretary to Government / Special Secretaries to Government / Additional Secretaries to Government / All Officers / All Sections, Home Department for kind information and necessary action.

[Signature]
16.3.17

Under Secretary to Government

121

Government of Odisha
Home Department

RESOLUTION

No. 46553 / COOD - MISC - 0011 - 2016 Dated 21.12.2016

Sub: Initiative of Governance Reforms – Introduction of Self Certification/Attestation.

The recommendations made by the Second Administrative Reforms Commission in its 12th report titled 'Citizen Centric Administration – The Heart of Governance' to Government of India, for adoption of self-certification of documents like educational certificates, mark sheets, birth certificate etc. without being attested by Gazetted Officer were under consideration of Government for quite some time.

After careful consideration, Government have been pleased to decide that Home Department while dealing with public services in pursuance to Notification No. 8826-GAD-AR-DRF-0181-2012/AR dated 30-03-2013 issued by General Administration (AR) Department in the matter of:

Name of Public Service

- (i) Disposal of application for registration of foreigners
- (ii) Disposal of applications for extension of residential permit of foreigners
- (iii) Supply of copy of FIR to the complainant
- (iv) Disposal of application for the use of loudspeakers (for Commissionerate Police area of Bhubaneswar and Cuttack)
- (v) Disposal of application for NOC for fairs / mela / exhibition etc (for Commissionerate Police area of Bhubaneswar and Cuttack)
- (vi) Disposal of application for final form for road accident / stolen vehicles/ theft cases
- (vii) Supply of copy of fire report
- (viii) Supply of copy of fire certificate of fire incident without insurance
- (ix) Supply of copy of fire certificate for fire incident in insured premises (below 10 lakhs)
- (x) Supply of copy of fire certificate for fire incident with damage of property worth more than 10 lakhs (irrespective of insurance)
- (xi) Disposal of application for fire safety NOC for factories/ industries / storage / godowns / explosive premises
- (xii) Disposal of application for fire safety NOC for non-high rise building (below 15 metres of height)

- 1120
- (xiii) Disposal of application for fire safety NOC for high rise building (above 15 metres of height)

submission of attested copies of the documents shall be done away with and only self-certified / self- attested documents shall be submitted at the initial stage with an undertaking and declaration that the self-attested / self-certified papers submitted are genuine and authentic .

Moreover an applicant has to furnish an undertaking / declaration in the application form invited by Home Department for various posts through advertisements, stating that the facts stated in the application form are true and correct to the best of his knowledge and belief and the self-attested / self-certified documents are genuine and authentic. In case, at a later stage it is found / detected that the self-attested / self-certified documents are forged / false / fabricated / fraudulently prepared the applicant shall be criminally liable as per law.

List of documents (Waiver of affidavit)

- (1) Birth Certificate
- (2) Medical Certificate
- (3) Driving License
- (4) No obligation to return to India (NORI) Certificate
- (5) No Objection Certificate
- (6) Pension Payment Order
- (7) Discharge Book / Certificate
- (8) Identity Card
- (9) Matriculation Certificate (School / College leaving Certificate)
- (10) College Registration Certificate
- (11) College Rank Card
- (12) Death Certificate
- (13) AGI Certificate
- (14) Income Certificate
- (15) Gun License
- (16) Legal Heir Certificate
- (17) Character Certificate
- (18) Occupancy Certificate
- (19) Fire Safety Certificate
- (20) Passport
- (21) Caste Certificate
- (22) Residential / Nativity Certificate
- (23) Succession Certificate
- (24) Photo Identity Card
- (25) Disability Certificate
- (26) Passport Size Photograph
- (27) Police Clearance Certificate

- (28) Issuance of Un-married Certificate
- (29) Marriage Certificate
- (30) Issuance of Freedom Fighter Certificate
- (31) Migration Certificate
- (32) Voter Identity Card
- (33) Aadhaar Card
- (34) PAN Card
- (35) Distress Certificate from Collector
- (36) Copy of First Page of Service Book
- (37) Physical Fitness / Medical Certificate
- (38) Ex-Serviceman Certificate
- (39) G.P.F. Acts Slip
- (40) Sanction Order of advance of House Building / Vehicles / Computer
- (41) Issuance of NOC for passport to the employees
- (42) Society Registration Certificate
- (43) Change in Address
- (44) Registration Certificate of Vehicles
- (45) Ownership Certificate on Transport
- (46) Correction in Birth & Death Record Certificates
- (47) Availing of Leave Travel Concession
- (48) Solvency Certificate
- (49) Medical Reimbursement
- (50) Undertaking while applying for grant/renewal of license by the licensing authority
- (51) Copy of Record of Rights (RoR)

Self attestation of these documents is subject to an undertaking as per Annexure-I. This resolution supersedes all the notifications / resolution issued earlier by this Department.

Order: Ordered that a copy of Resolution be forwarded to all the Departments of Government / All Heads of Department under the administrative control of this Department / All Superintendent of Police and ordered further that the Resolution be published in the next issue of Odisha Gazette.

By order of Governor


Principal Secretary to Government

118

Memo No. 46554 / 1 Dated 21.12.2016

Copy forwarded to All Departments of Governments / All Heads of Department under the Administrative Control of this Department / All Superintendent of Police for kind information.

Aalkar
21/12/16

Under Secretary to Government

Memo No. 46555 / 1 Dated 21.12.2016

Copy forwarded to Director, Printing Stationaries and Publication, Odisha, Cuttack with a request to publish the resolution in the next issue of Odisha Gazette and supply 100 copies to Home Department.

Aalkar
21/12/16

Under Secretary to Government

Memo No. 46556 / 1 Dated 21.12.2016

Copy forwarded to Portal Head, I.T. Centre, Secretariat, Bhubaneswar for information and necessary action. He is requested to upload this resolution on the website of Home Department for general information.

Aalkar
21/12/16

Under Secretary to Government

Memo No. 46557 / 1 Dated 21.12.2016

Copy forwarded to All Officers / All Sections of Home Department for general information.

Aalkar
21/12/16

Under Secretary to Government

117

Annexure – I

Self-declaration for Authentication of Certificate

I, _____, son/daughter of
Shri/Smt./Ms. _____
Age _____ years, resident of _____

District _____ Odisha, hereby declare that the information given above and the documents enclosed herewith containing self-certification is/are genuine and authentic. If any information/document is found false/forged/tampered, I shall personally remain responsible for any criminal action u/s 406/ 419/ 420/ 466/ 468/ 471/IPC or any other penal provisions of law and the authentication of the certificate will be treated as cancelled and intimated to all concerned. Also, all the benefits availed by me shall be summarily withdrawn.

Permanent Address

Signature of the applicant
Date
Place
Mobile No.
E-mail ID.

Present Address

0E-I

1125

Amitya Prasad Padhi, IAS
Chief Secretary, Odisha



GOVERNMENT OF ODISHA

HOME DEPARTMENT

Date: 05-13/2
Phone: (0674) 2536700 (O)
Section Marked to: (0674) 2534300 (O)
Central Library: (0674) 2536660
No: 1639 Date: 13.2.17
Email: csori@nic.in

No.: GAD-AR-ARC-0001-2016/ 2900 /CS.
Bhubaneswar, dated the 9th February, 2017

To

All Departments,
All Heads of Departments,
All Revenue Divisional Commissioners,
Registrar, High Court of Odisha/Odisha Administrative Tribunals,
All Registrars of Universities/Deemed Universities of Odisha/Chairman, OJEE,
Secretary, BSE, Odisha/Council of Higher Secondary Education, Odisha, Bhubaneswar.

Sub: Implementation of the recommendations of the Administrative Reforms Commission regarding - "Adoption of Self Certification/abolition of affidavits".

Ref: D.O.No.GAD-AR-ARC-0001-2014-19492/CS(GA), dated 10.07.2014.

Madam/Sir,

The Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration-The Heart of Governance", has recommended adoption of self-certification/abolition of affidavits, for simplifying procedures. The proposed recommendations of the Commission were discussed and considered carefully in all Secretaries meeting held on 03.01.2014. It was decided that this reform measure will save costs for the citizens of our State and avoid them from harassment. So, the recommendations have been considered by all Departments and the Departments are requested to identify the areas priority in Employment, Admission and Public Services in which it would be possible to go for self-attestation/certification.

Handwritten:
05-13-17
13-2-17

After careful consideration, Government have been pleased to approve "Adoption of Self Certification".

The following orders are issued regarding the specific recommendations related to affidavits and attestations. All concerned are requested to immediately act in accordance with the following revised procedures.

1. Attestation system related to need based services:

1.1 Presently, the applicants/guardians have to submit affidavits to get various need based certificates. 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 Notary Public while in other cases, attestation rests with the Executive Magistrates.

1.2 The view of the Government is that by asking for affidavits (where there is no statutory requirements), the citizens are put to unnecessary harassment and as such, affidavit should be replaced by self-declaration in majority of the cases because there is a provision for strong action under the law for making wrong declaration. Therefore, it has been decided that no Government Department or organization or Universities etc. 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 immediate effect from the date of issue of this order. It will be ensured that the self-declaration forms will be available at all the Jana Seva Kendras (Common Service Centres) to the citizens. 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 services where affidavits have been replaced by self-declaration to the GA (AR) Department 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 28th February 2017.

1.5 Any concealment /mis-representation of facts/wrong self-certification shall invite legal action as per the provision under relevant sections of Indian Penal code.

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 and other Testimonials. In some cases, the applicants are required to have the particulars mentioned in the applications duly attested by the Gazetted Officers.

2.2 The Government have decided that the applicants while submitting documents for admission in educational institutions and for seeking employment will be permitted to submit self-attestation with immediate effect.

2.3 For admission to educational institutions and for providing employment, the concerned agencies will accept the self-attested copies from the applicants and the original certificates will be called for verification only from the finally selected candidates.

2.4 In this regard, all the Group-A and Group-B officers, who were authorized to make attestation as per G.A Department office memorandum No.25083,dated 05.09.2013 have been refrained themselves to do so vide GA Department office memorandum No.22593/Gen, dated 26.10.2016. Instead they shall advise the people to make self-attestation.

3. Action to be taken by the Authorities:

3.1 The Secretaries of the Administrative Departments of School & Mass Education, Higher Education, Medical Education and Research and Technical Education etc. 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 2017-18 onwards.

3.2 Chairman of the Odisha Public Service Commission, Odisha Staff Selection Commission, Odisha Subordinate Staff Selection Commission and Service Selection Boards are requested to ensure implementation of the decision while making recruitments. The recruitments which are not covered by the above authorities, the Administrative Secretaries and Heads of Departments concerned are required to take appropriate steps in the Departmental Selection Committees.

3.3 General Administration (Administrative Reforms) Department is required to ensure that the decision will be disseminated through the Jana Seva Kendras (CSC) 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 submitting wrong declaration.

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- 1).

Yours faithfully,

A. J. Singh
9.2.17

Chief Secretary,
Odisha

Memo No. 2901 /AR, dated 09-02-2017

Copy forwarded to the following for ensuring early follow up action:

- (1) Chairman, Odisha Public Service Commission, Cuttack;
- (2) Chairman, Odisha Staff Selection Commission, Bhubaneswar;
- (3) Chairman, Odisha Subordinate Staff Selection Commission, Bhubaneswar
- (4) Vice Chancellor of all Universities, Odisha;
- (5) Other Service Selection Boards, Odisha

Memo No. 2902 /AR, dated 09-02-2017

Copy forwarded to All Departments for information and necessary action.

They are requested to take expeditious steps for its wide circulation to their subordinate offices for ensuring early follow up action:

J. J. Singh
9/2/17
Special Secretary to Government

J. J. Singh
9/2/17
Special Secretary to Government

122

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ANNEXURE - I

(A) Self-declaration for getting services from Government Departments/ Local Bodies/ Autonomous Institutions under the State Government.

The written declaration as given here under will be included at the end of the application form for seeking the services:

I _____ Son/Daughter of Sh.
Age _____ . Year _____ resident of
District _____ Odisha, hereby declare that the information given
above and in the enclosed documents is true to the best of my knowledge and belief and noting
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 seeking the services:

I _____ Son/Daughter of Sh.
Age _____ . Year _____ resident of
District _____ Odisha, hereby declare that the information given
above and in the enclosed documents is true to the best of my knowledge and belief and noting
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 seeking the services:

I _____ Son/Daughter of Sh.
Age _____ . Year _____ resident of
District _____ Odisha, hereby declare that the information
given above and in the enclosed documents is true to the best of my knowledge and
belief and noting 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

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