

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
DISPUR-GUWAHATI 781006**

No. AR 49/2009/119

Dated Dispur the 23rd February 2015

OFFICE MEMORANDUM

Sub: Self Attestation of documents and Self-declaration in Non Statutory matters.

Government of Assam, for quite some time, have been reviewing the requirement for submission of copies of original documents and certificates attested by Gazetted Officers/ Magistrates, etc and submission of affidavits for authentication purposes while submitting applications for admission to various educational institutions, appointment in various government, semi government jobs and for the purpose of obtaining various services etc. The matter was studied at length and it is observed that submission of such documents, where required for preliminary checking of the eligibility only depending on which the authorities may shortlist the candidates for admission/ screening tests, etc, as the case may be, subject to final verification, could be simplified. At the final stage, when a candidate is selected for admission/ appointment or for providing the services, he/she is required to present before the authority the original documents/ certificates for final verification. Thus, evidently insisting of attestation of documents by magistrate/ gazetted officer etc at the initial stage of the process would only delay the process consuming considerable time unnecessarily of both the public servants and that of the student/ clients/ stakeholders. The responses received from various Departments also suggest removal of these practices. Accordingly Government has decided to introduce with immediate effect the self attestation of original documents in place of attestation by gazetted officers/ magistrates etc and self declaration in place of affidavits in all cases except where there is statutory requirement.

The departments are advised to examine the statutory provisions requiring the submission of attested copies of documents and affidavits and take up for amendment of the same, where feasible so as to extend the scope of these benefits to more services. A

A list of services where self-attestation and self declaration can be introduced is enclosed along with a model self declaration form for ready reference.

Sd/- S.C, Das IAS

**Additional Chief Secretary to the Government of Assam
Administrative Reforms and Training Department**

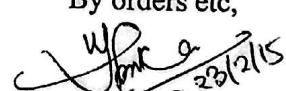
Memo No. AR 49/2009/119 -A

Dated Dispur , the 23rd February 2015

Copy to :

1. The Additional Chief Secretary to the Chief Minister, Assam, Dispur.
2. The Commissioner & Secretary to the Governor of Assam, Rajbhavan, Guwahati
3. PSs to all Ministers/Ministers of state, Assam, Dispur.
4. Staff Officer to the Chief Secretary, Assam
5. The Registrar General, Gauhati High Court, Guwahati.
6. The Secretary to the Assam Human Rights Commission, Guwahati.
7. The Registrar, Office of the Lokayukta, Assam, Guwahati.
8. The Secretary, Assam Public service Commission, Guwahati.
9. Addl. Chief Secretary to the Govt. of Assam, Dispur.....
10. P.S. to the Chief Information Commissioner , Assam, Sixth Mile.
11. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
12. The Chairman, Board of Revenue, Panbazar, Guwahati-1.
13. All Principal Secretaries to the Govt. of Assam, Dispur.
14. The Accountant General (A&E), Assam Maidamgaon, Guwahati-29.
15. The Accountant General (Audit), Assam, Maidamgaon, Guwahati-29.
16. All Commissioners & Secretaries to the Government of Assam.
17. All Commissioners of Divisions.
18. All Heads of the Departments
19. All Deputy Commissioners.
20. All Sub divisional Officers.
21. Director, Printing & Stationeries for publication of the OM in the next issue of the Gazette and submit 300 copies of the OM.

By orders etc,


Joint Secretary to the Government of Assam
Administrative Reforms & Training Department

Model form for Self-declaration for getting admission in the educational institutions and getting services from Government Departments/Local Bodies/Autonomous Institutions under the State Government

This declaration should be a part of the application form for seeking admission / appointment / and services from Government

I shri/smti _____ Son/Daughter of Shri _____ Age _____
Year _____ resident of _____
District _____ Assam , 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.

Signature of the Applicant

Services where self certification/ self declaration is allowed

SI No	Name of Department/ Directorate	Name of Service	Names of Statements/ Certificates required to be self-attested/ and or self declaration in lieu of affidavit
1	Secretariat Administration (Estt) Deptt	During the recruitment process of Jr AA and Typist in Assam Secretariat	Certificate related to age, and other certificates showing requisite qualification etc.
		While applying for Medical Allowance	Disability Certificate, Birth Certificate etc.
		While applying to other Govt. Deptt/ Organisation through proper channel.	Certificate related to age, other certificates showing requisite qualification etc. as required by the concerned Deptt/ Agency
		Services to research scholars	Recommendation of Guide / Certified in case of scholars attending Archives from within country for authentication of the bonafide of the scholars
2	Director of Archives	Recruitment of staff	Accreditations certificate from High Commission/ Embassy foreign Scholars
		Filling up the vacant post	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
3	Directorate of Printing & Stationery	Change of Name etc and Notification in the Assam gazette	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		tender papers submitted against N.I.T.	self declaration in place of affidavit
4	Office of Commissioner, Assam State Housing Board	Contractor Registration	Documents of Registration, VAT, GMC trade License, Sales tax, Income tax, Pan Card etc
		Appointment in the Board's Service	Bio-data of application, Income Certificate
5	Water Resources Deptt	Direct recruitment	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Appointment for various jobs	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
6	Office of the Director of Secondary Education, Kahilipara, Ghy-19	Pension Cases	Self declaration in lieu of Affidavits from family members in whose favour other relatives have given authority for drawal of pension benefit of the deceased.
		Opening of new Service Book	self declaration declaring loss of service book
7	Office of the Director of Higher Education, Kahilipara, Ghy-19	Appointment purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate

8	Office of the Director of Technical Education, Kahilipara, Ghy-19	Admission to various courses	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Scholarship Application	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Recruitment Application	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
9	Assam State Rural Livelihoods Mission Society, Ghy-37	Recruitment Purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
10	Directorate of Health Services (F. W.), Hengrabari, Ghy-36	Recruitment Purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Pension Cases	Death Certificate claiming pensionary benefit to legal heir etc
		Application of Government job	Succession certificate, legal heir Certificate, claiming pensionary benefit to legal heir
		Tendering and leasing process	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
11	Inland Water Transport	Pension and other service related matter	Tax related, experience Certificate, Power of Attorney, Partnership deeds, Constitution of company, Financial soundness Certificate, bank related documents, Address proof, Land document
		Competency examination of Crews	Identity Card, Marriage Certificate, death Certificate, Document of Bank Loans, GPF/GIS Statements, Service Books
		Registration of boats/vessels	Experience Certificate, Age Certificate, Service Certificate etc.
		Recruitment in all categories of posts in ASTC	Ownership Certificate, Insurance etc
		Settlement of dues payable to legal heirs of deceased of ASTC	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
12	Assam State Transport Corporation (ASTC)	Submission of tenders	Affidavit/Legal heir Certificate
13	Directorate of Municipal Administration, Ghy-6	Recruitment (Both Directorate & MB/TC Level)	Relevant Certificate such as Registration Certificate, Trade Certificate, income Tax
		Death and Birth Certificate (at MB/TC Level)	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
14	Office of the Director, Town & Country Planning Deptt, Ghy-6	Recruitment to Town Planning Service	Affidavit required when person does not register death or birth
15	Office of the Guwahati Municipal Corporation (Water Works wing)	Water supply connection	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate, PRC, Ration Card, Identity Card, Driving License, medical, Electricity Bill, Income tax, Sales tax Certificate, Voter ID, Passport etc
16	Office of the Guwahati Municipal	Issue of trade Licence	NOC of land/ House owner required in the form of affidavit
			Self declaration in lieu of affidavit

Corporation (ZONES)		Assessment	Self declaration of NOC in lieu of affidavit in case of ownership transfer in holding
17	Office of the Guwahati Municipal Corporation(Mutation Branch)	Holding Mutation	Self declaration of NOC in lieu of affidavit when seller could not attend hearing
18	Office of the Guwahati Municipal Corporation(Enforcement Branch)	Inviting tender	Self certification of Pan Card, Trade License, Income Tax, VAT, Property tax paid in receipt, Bank Soundness Certificate, Caste Certificate, Agreement
19	Office of the Guwahati Municipal Corporation(Engineering wing)	Machinery equipments	Declaration of machineries in stock with the bidder in the form of self declaration or self attestation
20	Office of the Labour Commissioner, Ghyl	Beneficiary registration under Building and other construction work	Birth Certificate, Voter ID, Residential certificate, Employee Certificate
		Hearing and disposal of compensation claim cases	Affidavit for deposition of witness, Police report, Post Mortem reports
		License to Contractor	Self attestation of Police report
		Issuing registration certificate to the employer under Assam Shops	Trade License, Partnership deed, Deed of incorporation
21	Judicial Deptt	Notarial Service	Academic Certificate, Bar license etc.
22	Office of the Commissioner of Excise, Ghyl	Recruitment process	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		For granting liquor licences	Partnership deed, trade Licence, Agreement copy of rented house, Police report, Bakjiai statement etc.
		Tender of settlement of Country spirit shop, Bottling Contract	Address of tenderer, Pan card, sales tax, income tax clearance Certificate, Financial soundness
		Application for appointment	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
23	Office of the Principal Chief Conservator of Forests, Ghyl-8	For sale of forest produces of the Deptt	Sales Tax, Income Tax Returns, Photograph, Financial soundness certificate
24	Border Areas Deptt	Recruitment Process	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
			Physically Handicapped Certificate