केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014-Estt. Dated 26.09.2014

ESTABLISHMENT CIRCULAR NO. 06 /2014

Attention is invited to the following letter received from Ministry of Finance:-

Sl. No.	Ministry's letter No. and date	Subject
1	F.No.296/08/2014-CX9 (pt) dated 28.07.2014	Abolition of Affidavits and adoption of self certification-review thereof-reference from D/o Administrative Reforms, PG & Pensions (DOARPG&P)

Copy of the mentioned letter may be downloaded from the website of Cochin commissionerate www.cenexcisekochi.gov.in for further necessary action and record.

[K K SUJA]
DEPUTY COMMISSIONER [P&V]

To

The Deputy Commissioner (CCO), Cochin
As per DL No.1 of Cochin Commissionerate
Notice Board

File No. 296/08/2014-CX9 (pt)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
*****

New Delhi, dated 28th July, 2014

To,

All Chief Commissioners of Central Excise,
All Director General

Subject:- Abolition of Affidavits and adoption of self-certification-review thereof-reference from D/o Administrative Reforms, PG & Pensions (DOARPG&P).

Sir,

I am directed to enclose a copy of an O.M. F. No.O-21030/21/2014-(Coord) dated 22nd July, 2014 received from Coordination Section, Department of Revenue, alongwith D.O. No. K-11022/67/2012-AR dated 17.07.2014, from Ministry of Personal, Public Grievances and Pensions on the above subject for information and necessary action.

Encl: As above

Yours faithfully

(Surendra Singh)
Under Secretary to the Govt. of India (CX-9)

MOST IMMEDIATE
TIME BOUND

Pl circulate

F.No.O-21030/21/2014-Coord.
Government of India
Ministry of Finance
Department of Revenue
Coordination Section
*****

Room No. 252-C, North Block
New Delhi, the 21st July, 2014
22

OFFICE MEMORANDUM

Subject:-Abolition of Affidavits **and adoption of self-certification-review thereof-reference from D/o Administrative Reforms, PG & Pensions (DOARPG&P).**

******

The undersigned is directed to forward herewith DO letter No. K-11022/67/2012-AR dated 17.7.2014 and 2.7.2014 on the subject mentioned above alongwith enclosures mentioned therein. The DO letters from Secretary, D/o AR, PG&P as indicated above are self explanatory and require this Deptt. to initiate process of abolition of affidavits and adoption of self certification on a priority basis.

2. It is requested that action for review for the process of abolition of affidavits and self certification may be initiated and completed for your organization / division as early as possible and compliance report may be sent by **15.8.2014.**

3. This may please be treated as Most Urgent. Para 4 of the DO letter dated 17.7.2014 may be referred for any further clarifications.

Encl:- As above.

(N.Choudhary)
Under Secretary (TC)/(Coordination)
Ph.23095484

1. Chairperson, CBDT.
2. Chairperson, CBEC.
3. All Officers and Section in the Department of Revenue
4. Commissioner (Coordination), CBEC (in respect of CBEC)
5. CIT (Coordination), CBDT (in respect of CBDT)
6. Directorate of Income Tax (RSP&PR) 2nd Floor, Hans Bhawan, Bahadur Shah Zafar Marg, New Delhi
7. Directorate of Publicity & Public Relations, Customs & Central Excise, C.R. Building New Delhi.
8. Guard File.

Dy. No. 1179 CX-8
Date 22/7/2014

FTS - 12786
18/7/14

संजय कोठारी
Sanjay Kothari

सचिव
SECRETARY

सत्यमेव जयते

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार, लोक शिकायत और पेंशन विभाग
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA,
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS, PG & PENSIONS
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

Immediate - Action on 21/7 Monday.
18/7

D.O. No.K-11022/67/2012-AR

17th July 2014

Dear Sri S. K. Das,

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.

2. 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.

3. 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 Govemment on this subject (Annexure-IV).

4. Further details, if required, may be accessed at this Department's website www.darpg.gov.in. In case any other information is required, please contact me at secy-arpg@nic.in or Shri Aditya Joshi, Director (AR) Tel. 011-23360369 (email – joshi.aditya@nic.in).

It is requested that the process of abolition of affidavits and adoption of self-certification may be completed as early as possible and the compliance report may kindly be sent to me by 31.08.2014.

With regards

Yours sincerely,

(Sanjay Kothari)

Shri Shaktikanta Das
Secretary
Department of Revenue
North Block
New Delhi.

सूचना का अधिकार

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. Affirments 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-encumbery certificate
36. Registration of marriage under Hindu Marriage Act
37. Regarding of marriage under Special Marriage Act
38. Regarding dependence certificate regarding succession certificate

– Sd
Deputy Commissioner
Sangrur

8/6 of 6

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-III

Govt. of 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.)

Annexure IV

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 seif-

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 Ist 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 Ist 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.

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

Way Forward

- Minimize the requirement of Third Party Verification by Officials for issuance of Area, Residence/ Domicile and Caste Certificates, etc.
- Issue of Caste Certificates to Students from Class 8th to be valid for their entire life.
- Central Government to amend its own laws.
- State Governments to amend their laws.

Thank You

Rationalization of Affidavits for Reforming Public Service Delivery System

Department of Administrative Reforms and Public Grievances,
Government of India

Introduction

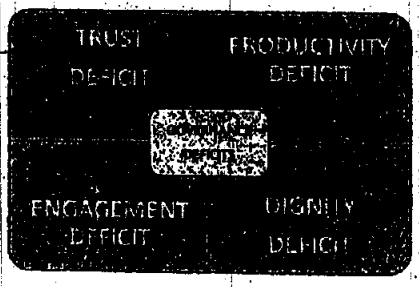
- The 2nd ARC (12th report) recommended simplification of procedures. The Punjab Governance Reforms Commission endorsed the same.
- Government of Punjab developed and implemented the scheme of rationalisation of affidavits and self certification.
- DARPG wrote to all Central Ministries and State Governments for abolition of affidavits and promotion of self certification of documents on 10th May, 2013 and 13th December 2013.

go to Concept Note

- Minister of State (PMO &PP) chaired a meeting on self certification and abolition of affidavits on 24th July 2013.

Attempt to bridge the Governance Deficits

PGRC conducted public opinion surveys of citizens satisfaction with service delivery. It pointed to four major deficits



Key Areas of Government – Citizen Interface

- Analysis of transactions in Suwidha centres(front-end service delivery centres) in Punjab showed that out of 22.68 lakh services delivered through the Suwidha centres, 14.8 lakh pertained to attestation of affidavits.
- Most of the affidavits called for not required by any Statute or under any provision of law. The Government of Punjab could identify only 12 services where an affidavit is mandatory under State and Central laws
- Government of Punjab decided to abolish Affidavits which are not required by statute

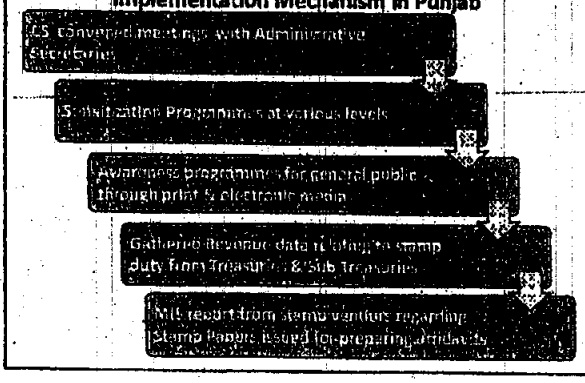
Identification of solutions : Abolition of Affidavits

- Declarations before Civil Servants are as good as Affidavits.
- Application forms were drafted containing an undertaking that 'facts stated are true and correct to best of his / her knowledge and belief'.
- Any False Declaration before a Civil Servant attracts various penal sections of IPC such as Section 177, 182, 193, 197, 198, 199, 200, & 209.
- As far as admissibility of documents under Indian Evidence Act, there is no weightage of affidavits over self declarations.

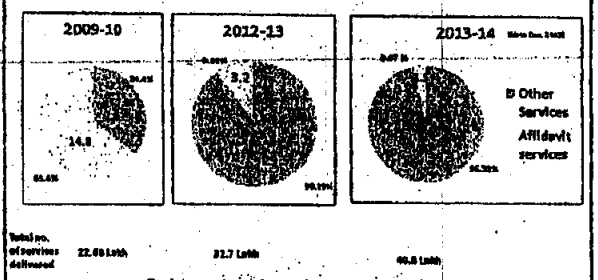
Identification of solutions : Self Certification by citizens

- Replacement of attestation by gazetted officer with self certification by the Citizen.
- Self Attestation of certificates accepted for school, college admissions, employment authorities.

Abolition of Affidavits and Self Declarations: Implementation Mechanism in Punjab



Result of Abolition of Affidavit Reform in Punjab



Estimated Saving of Rs 600 Cr in Punjab
(PGRC estimates for both monetary cost of getting affidavits and opportunity cost of loss of productivity)

संजय कोठारी
Sanjay Kothari

सचिव
SECRETARY



भारत सरकार
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA,
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

D.O. No.K-11022/67/2012-AR

02.07. 2014

Dear Sri Shakti Das,

Kindly refer to Office Memorandum of even number dated 10 May 2013 regarding abolition of affidavits and promotion of self-certification (copy enclosed) and Cabinet Secretary's letter dated 5th June 2014 {specifically Para 2 (b)}.

2. Some Ministries have adopted the provision of self-certification of documents such as mark sheet, birth certificate etc. by the applicants/ stakeholders. Under the self-attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above procedure is citizen friendly and obtaining either an attested copy or affidavit not only costs money to the poor citizen but also involves wastage of time of the citizens as well as of the Government officials. A presentation on the subject is attached for your perusal.

4. I will request you to kindly review the existing requirements of affidavits and attested copy by Gazetted Officers in various forms in your Ministry/Department in a phased manner and wherever possible, make provision of self-certification of documents and abolition of affidavits.

I know you would be busy in budget but you can see it afterwards. Best wishes. Warm regards.

Yours sincerely,

2/7/14

(Sanjay Kothari)

12.0836/2014/Coord.
10.07.2014

Shri Shantikanta Das
Secretary
Department of Revenue
North Block, New Delhi.

सूचना का
अधिकार

Circular No. 36/2014

F.No. O-21030/01/2014-(Coord) (Vol.III)
Government of India
Ministry of Finance
Department of Revenue

North Block New Delhi,
Dated 17 July, 2014

OFFICE MEMORANDUM

Subject:- Self-certification -reg.

A copy of a D.O. No. k-11022/67/2012-AR dated 2.7.2014 received from Shri sanjay Kothari, Secretary, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative reforms & Public Grievances on the subject mentioned above is forwarded herewith for information and necessary action.

Encl: as above.

for (Niranjan Choudhary)
Under Secretary to the Government of India

1. All Officers and Section in the Department of Revenue.
2. Commissioner (Coordination), CBEC(in respect of CBEC)
3. CIT (Coordination), CBDT(in respect of CBDT)
4. Directorate of Income Tax(RSP&PR) 2nd floor, Hans Bhawan, Bahadur Shah Zafar Marg, New Delhi.
5. Directorate of Publicity & Public Relations, Customs & Central Excise, C.R. Building New Delhi.
6. Guard File.

Commissioner (Coordination), CBEC
Commissioner (Coordination), CBDT