

9
जारा
30/1/14

1-1-09
संख्या : /43-1-2014

प्रेषक,

जावेद उस्मानी,
मुख्य सचिव,
उत्तर प्रदेश शासन।

सेवा में,

समस्त प्रमुख सचिव/सचिव,
उत्तर प्रदेश शासन।
(जनसेवा से जुड़े 42 विभागों की संलग्न सूची के अनुसार)

प्रशासनिक सुधार अनुभाग-1

लखनऊ :: दिनांक :: 30 जनवरी, 2014

विषय : स्वतः प्रमाणीकरण (Self Certification) की व्यवस्था।

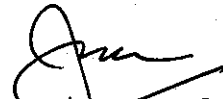
महोदय,

कृपया उपर्युक्त विषयक प्रशासनिक सुधार और लोक शिकायत विभाग, भारत सरकार के पत्र संख्या-के-11022/67/2012 AR, दिनांक 13-12-2013 (प्रति संलग्न) का अवलोकन करने का कष्ट करें। उक्त पत्र के द्वारा प्रशासनिक सुधार आयोग की 12वीं रिपोर्ट (केन्द्रिक नागरिक प्रशासन) में उल्लिखित संस्तुतियों के आधार पर भारत सरकार द्वारा जनता से जुड़े हुए विभिन्न विभागों में प्रदान की जाने वाली सेवाओं हेतु निर्धारित प्रपत्रों के साथ संलग्न फोटो प्रति किसी राजपत्रित अधिकारी से प्रमाणित करने के स्थान पर स्वतः प्रमाणीकरण (Self Certification) किए जाने की पद्धति अपनाने हेतु अनुरोध किया गया है।

2- आपसे अनुरोध है कि स्वतः प्रमाणीकरण (Self Certification) की पद्धति अपने विभाग में भी लागू करने पर विचार करने का कष्ट करें।

संलग्नक-उपरोक्तानुसार।

भवदीय,


(जावेद उस्मानी)
मुख्य सचिव।

9-

No. 13527 MS/GI/2013

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

संजय कोठारी
Sanjay Kothari

सचिव
SECRETARY



सत्यमेव जयते

५० ६० ५९७० सुधार

DO NO. K-11022/67/2012-AR

13.12.2013

19.12.13

(जावेद उस्मानी)
मुख्य सचिव,

Dear Sri Jawed Usmani,

उत्तर प्रदेश शासन।

Please refer to the Office Memorandum of even number dated 10th May 2013 (copy enclosed), wherein I had requested to review the existing requirement of attested copies or affidavits in various application forms in a phased manner and make provision for self certification of documents, wherever possible.

2234/PS/AR/13

उपसचिव,
प्रशासनिक सुधार

2. You will appreciate that the method of self-certification is citizen friendly and avoids wastage of time, effort and money on the part of citizens. The 2nd Administrative Reforms Commission has also recommended adoption of self-certification for simplifying procedures in its 12th report titled "Citizen Centric Administration – The Heart of Governance". I am attaching a brief on this important initiative of governance reforms for your perusal. A copy of the concept note has been sent to DG, ATI of your state on 4th October 2013 and if need be, I can send another copy of this.

28.12.2013

(प्रभात कुमार सारंगी)
प्रमुख सचिव,
प्रशासनिक सुधार विभाग,
उत्तर प्रदेश शासन।

3. It is requested that necessary steps in this direction may be taken and if there is any query, kindly let me know.

संयुक्त निदेश 2104,

५. ५९७० निदेश 2112/24

with warm regards

Yours sincerely,

(Sanjay Kothari)

26.12.13 Shri Jawed Usmani
(रमाकांत सिंह) Chief Secretary
उप सचिव Government of Uttar Pradesh
प्रशासनिक सुधार विभाग Secretariat, Lucknow-226001
उत्तर प्रदेश शासन

Copy to DG, ATI- This is in continuation of this Department's letter of even number dated 4th October 2013. Please include the subject in every training module of the Institute.



सूचना का
अधिकार

Please Visit Our Websites : <http://darpn.nic.in>; <http://darpn-grievance.nic.in>; <http://goicharters.nic.in>

टेलीफैक्स/Telefax : ++91 11 2374 2133; ++91 11 2374 2546

Sl no 6 (ISSUE)

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No.K-11022/67/2012-AR
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances
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Sardar Patel Bhavan, Sansad Marg,
New Delhi-110 001
Dated: the 10th May, 2013

OFFICE MEMORANDUM

Subject: Self-certification

The Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration – The Heart of Governance", has recommended adoption of self-certification provision for simplifying procedures.(www.darpg.gov.in)

2. Taking a cue from this some Ministries/State Governments have adopted the provision of self-certification of documents like marksheet, birth certificate etc. by the applicants/stakeholders instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above method is citizen friendly and obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

It is requested to kindly review the existing requirements of attested copy or affidavit in various application forms in a phased manner and wherever possible make provision for self-certification of documents, after obtaining the approval of the competent authority.

 16/5/2013

(Sanjay Kothari)

Secretary to the Government of India
Tele: 23742133

All Chief Secretaries/Administrators of States/UTs

16/5/2013

Department of Administrative Reforms & Public Grievances

Self Attestation/Certification : To bridge the gap between citizens and the government.

- **Primary focus of Governance Reforms**
 - To reduce distrust between citizens and the government,
 - To get rid of the concept of "mai-baap" sarkar towards participatory governance,
 - To save the citizens from unnecessary litigation,
 - To save time, money and energy of the citizens and the government.

- **Trust Deficit**
 - The citizens do not have trust on the government regarding efficient, timely and hassle free delivery of services,
 - Except in cases where there is statutory requirement, the practice of seeking affidavits has to be abolished.
 - Application forms are to be drafted in such a way so as to contain an undertaking/declaration that facts stated are true and correct to best of knowledge and belief. All local inventions type of affidavits has to be done away.

- **Disadvantages of Affidavits**
 - Buying stamp papers, locating a deed writer, Payments to notary, Executive magistrate; resultantly pecuniary loss on an average a person spends Rs. 300-500/-on Affidavits. Further, 2-3 days are wasted in getting the affidavit.

- **Paradigm shift**
 - If the citizens get services from the government, they feel obliged. The fact is that Govt is the representative of the people and is bound to deliver services to the citizens, which is a constitutional obligation.

Legal Provisions

- Same function can be performed by self declarations, such as property transaction & building plans, educational matters, employee- employer relationship, ration card related issued, NoCs, Municipal services, ,sale of vehicles,
- In case of concealment or misrepresentation, legal action can be taken under Sections 199 and 200 of the IPC.

- **Implementation Mechanism**

- A Committee can be formed under the chairmanship of the Chief Secretary and a detailed action plan worked out,
- Awareness campaigns through Media and outreach programmes by the Deputy Commissioners,
- Meeting of the Chief Secretary with all Administrative Department, Vice Chancellors of Universities, Administrative Secretaries in charge of colleges (technical and general), school education, etc., special directives to recruitment agencies;

- **Results of abolition of affidavits reform**

- A whopping annual saving can be expected,
- Reduction in unnecessary harassment of people,
- Problem of rush hour admissions solved, and
- Reduction in unnecessary piling up of records in the office solved.

- **Benefits to Youth and Students**

- Rush during admissions for Caste, Income(BPL), Residence % Rural Certificate,
- Limited infrastructure and time available with the students as well as officials recipe for corruption,
- Abolition of Affidavits and acceptance of Self Declaration by some States has eliminated this problem,
- Abolition of affidavits at the time of first employment has also reduced significant harassment and corruption for the youth joining their first appointment. On an average one is spending around Rs.200/- on attestation. In one of states which has implemented this reform, the annual saving is estimated at Rs. 600 crore.

- **Way Forward**

- Ministries/States may adopt abolition of Affidavits and Self Declaration for various services. It is estimated that nearly 20 crore Affidavits are being made every year in the country.
- Requirements of various documents at the time of admissions may be dispensed with; only self certification/attestation are sufficient;
- Central Ministries/Organizations/States requiring Affidavits for delivery of services may review such requirement and accept self declaration.
- The relevant rules/regulations by such Central/State Ministries/agencies should be identified and modified.
- Caste certificates can be given to students when they are in school.
- Identification and residence proof based on Aadhaar/NPR Card.

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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.

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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:

_____ 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.