GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT


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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. Taking a cue from this, some Ministries/ State Governments have adopted the provision of self-certification of documents like mark sheet, 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.

2. Enabling self-attestation would not only be citizen friendly, but would also save time and resources for the citizens. Hence, the Department of Administrative Reforms and Public Grievances (DAR&PG), Government of India, has requested the States to review the existing requirements of attestations and affidavits in various application forms and make provision for self-certification wherever possible.

3. Presently, the applicants seeking admission in educational institutions and employment in Government Departments, are required to be provided the attested copies of the eligibility certificates. In some cases, the eligibility of the applicants are required to have the particulars mentioned in the applications duly attested by the Executive Magistrates / Notary.

4. Affidavits are required in support of facts given by the applicants for issue of various certificates. Affidavits are the affirmations by the applicants themselves. Submission of affidavits is a practice prevalent in public utility services and in some cases affidavits are required for getting new power connections, water and sewerage connections/new constructions etc. Affidavit is an important pre-requisite for most of the need-based services. Generally, affidavits require a stamp paper/stamp fee and need to be sworn before a Magistrate or a Public Notary.

5. Similarly, the applicants / guardians have to submit affidavits to get various need based certificates such as Residence / Nativity / SC / BC etc. In some cases affidavits are required due to some rules etc., under the authority of some specific law. For such cases, the affidavits are attested by the Public Notary, while in other cases, attestation rests with the Executive Magistrate.

6. It is observed that the existing practice of attestation by Government Officers and submission of affidavits needs to be reviewed with the following intentions:

- to reduce unnecessary difficulty of people;
- problem and wastage of time in submission of applications with unavoidable deadlines.
- minimize the unnecessary piling up of records in the office.
- to simplify the procedure
- to curtail wastage of money of public.

P.T.O.
7. Government have reviewed the existing practice of Attestation by the Gazetted Officers and submission of Affidavits, and it is decided that the attestation of certificates by Government Officials and submission of Affidavits by the applicants etc., shall be dispensed by substituting with Self attestation and Self declaration by the applicants in the following manner:-

Attestation of documents:

(a) The applicants, while submitting documents for admission in Educational Institutions, for seeking services in Government Departments / Local Bodies / Panchayati Raj Institutions/ Boards / Corporations / Public Sector Undertakings / Institutions and for seeking employment in Government of Andhra Pradesh / Local Bodies / Panchayati Raj Institutions / Boards / Corporations / Public Sector Undertakings / Institutions shall be permitted to submit self attested copies of documents that are required to be attached/appended to the original applications.

(b) Instructions will be issued by the concerned administrative Departments to all the Offices working under their control in the State for accepting self attested copies of documents from the applicants and / or guardians of the students at the time of submission of applications for admission. Original certificates / documents shall be checked again finally for the shortlisted candidates.

(c) The Spl. Chief Secretaries / Principal Secretaries / Secretaries of the departments of education, higher education, technical education and medical education shall also ensure that the application forms for admission to educational institutions are revised accordingly before commencing the procedure for admissions during the academic session 2016-2017.

(d) All the Departments are advised to identify the services where attested certificates are prescribed at the application stage and issue instructions to substitute the same by self attestation. Verification with original at the final stage will however be continued.

Submission of affidavits:

(a) No Government Departments / Local Bodies / Panchayati Raj Institutions / Corporations / Public Sector Undertakings / Institutions shall insist for affidavits from the applicants seeking admission in educational institutions / services under various Government schemes and programmes / employment except for those cases where affidavits are required as per statutory provisions or existing law.

(b) All Government Departments / Local Bodies / Panchayati Raj Institutions / Corporations / Public Sector Undertakings / Institutions shall explore the possibilities of accepting self declaration in place of affidavit from the applicants. They shall be identified the services where affidavits are required to be filed categorize them into low risk services and high risk services:

I. Low Risk Services: Most of the basic services which do not carry, to use an economic term, high consumer surplus; incentives for misuse are, therefore, low. For such low risk services self declaration will substitute the affidavit.

II. For High Risk Services (Citizen – Friendly Third-party Certification Services): For high risk services such as Schedule Caste, Schedule Tribe, Other Backward Caste certificates, Old age pensions etc., used for employment/admissions self certification can be supported by authentication/endorsement by third party with proper identification (e.g. Aadhar) will substitute the process of official verifications and enquiries for affidavit.

Contd…3
(c) Standard format for self declaration (Annexure) shall suitably be included in various application forms being used in various organizations. A Photograph of the person making the declaration shall necessarily be affixed / pasted on the declaration itself.

(d) All Departments / organizations shall display on their websites and notice boards etc. a list of affidavits which shall be substituted by self declaration and also a list of subject matters/activity areas where affidavit system shall continue due to statutory/legal compulsions. While doing so, due attention may also be drawn to the relevant provisions of the Indian Penal Code for willfully filing wrong declaration.

8 All the Government Departments/organizations are requested to issue necessary orders/circulars/directions in this regard and shall put on their departmental websites to give wide publicity on the revised mechanism.

9. All the Government Departments are informed that wherever a statutory amendment rule is required, the Departments are advised to do so before instructions issued in this circular is adopted.

10. This circular memo is available on www.ap.gov.in.

I.Y.R. KRISHNA RAO
CHIEF SECRETARY TO GOVERNMENT

To
All the Departments of A.P. Secretariat.
All Special Chief Secretaries / Principal Secretaries / Secretaries / Secretaries to Government.
All Heads of Departments
All District Collectors
All the Officers of General Administration Department.

Copy to:
The Spl. Chief Secretary to Governor, Andhra Pradesh, Hyderabad
The Secretary, Ministry of Personnel, Public Grievances & Pensions, DARPG, New Delhi.
The P.S. to Prl. Secretary to Chief Minister and Private Secretaries to all Ministers
The P.S. to Chief Secretary to Government.
The P.S. to Spl. Chief Secretary (GPM&AR & Coordn.) GAD.
The Secretary, APPSC, Hyderabad.
The Law (C) Dept.,

// FORWARDED :: BY ORDER //

[Signature]
SECTION OFFICER
ANNEXURE - I

Self Declaration Format

Space for Photograph

I .................................................., Son / Daughter of Shri/Smt. ......................
.................................................. age ........... years, resident of .................
.................................................. in the District of .................................., Andhra Pradesh,
do 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 at
any point of time, I will have to face punishment as per the provisions of Law for the
time being in force as well as the benefit availed by me or the benefit accrued to me
shall be summarily cancelled.

Date: ..................................................

Signature of Applicant

Place: ..............................................
ANNEXURE - II

Self Declaration Format

Space for Photograph

I ........................................, Son / Daughter of Shri/Smt. ...............................
.............................................. age ............... years, resident of .................
.............................................. in the District of ....................................., Andhra Pradesh,
do hereby declare that the information given above and in the enclosed documents is
ture 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 at
any point of time, I will have to face punishment as per the provisions of Law for the
time being in force as well as the benefit availed by me or the benefit accrued to me
shall be summarily cancelled.

Date:

Signature of Applicant

Place:

Certified 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 him is proved false / not true at
any point of time, I will have to face punishment as per the provisions of Law for the
time being in force.

// COUNTER SIGNED //

Date:

Signature of Third Party

Name:
Address:
Identity (aadhar etc.):

Place: