



Government of Goa
HOME DEPARTMENT
(FOREIGNERS & CITIZENSHIP DIVISION)
SECRETARIAT

Porvorim, Goa - 403521.

Tel. Nos.: (0832)2419690/2419447

E-mail: usfcd-secretariat.goa@nic.in

No.14-2-2001-HD(F&CD) / 1800

Date: 28/10/2013

ORDER

Sub: Delegation of powers for attestation of documents.

Whereas, students and citizens going abroad for employment and higher studies need to obtain visas of respective countries from the Consulates and Embassies in India. One pre-requisite for granting a visa is that applicants have to submit authenticated, attested documents like educational certificate, birth, marriage, experience certificate etc.

2. And whereas, in pursuance to the above, the Under Secretary(Home-I) and Under Secretary(Home-II) are designated authorities for attestation of documents for the whole of State of Goa.

3. And whereas, as per the system in vogue, it takes 2 to 3 days to process the attestation of documents and therefore the applicants are made to attend the Home Department(F&CD) twice for the attestation of documents i.e. one day for submission of documents and second time for collection of attested documents which is highly inconvenient and time consuming to the public at large.

4. And whereas, to mitigate this inconvenience and to provide speedy service to the applicants, the Government has approved to decentralize the process of attestation of documents.

5. Now therefore, the Government hereby empowers the Additional Collector-II(North) and Additional Collector-II(South) with the powers of attestation/authentication of documents. In the absence of the authorized

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Additional Collectors of both the districts, the other Additional Collectors shall attest the documents as link officers so as not to inconvenience the public. The District Collectors may also exercise powers of attestation delegated vide this Order.

6. They shall accept the applications for attestation of documents alongwith the applicable attestation fees and deposit the same under the Budget Head: 0070-Other Administrative Service, 60-Other services, 116-Passport fees, 02-Fees for attestation of documents under Demand no.15 and 16 as the case may be.

7. The District Collector shall forward the specimen signatures of all the concerned authorities viz. Additional Collectors-II and the District Collectors in triplicate to the Under Secretary, Home Department-I for obtaining approval of the Home Secretary and upon approval, for circulation among the Ministry of External Affairs, Consulates, Embassies and others under the seal and signature of the Home Secretary. In the event of a change of incumbents in the office of the Collectors/Additional Collectors, the same shall be immediately intimated alongwith the date of taking over the charge to the Under Secretary, Home Department, Secretariat, Porvorim, Goa together with the specimen signatures of the new incumbent/s to adhere to the requirements specified above.

8. They shall attest the documents only after verification of the documents.

9. This order shall come into force with effect from 1st December,2013.

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All applications made on or after 1st December, 2013 shall be in accordance with this order.

10. Any doubt/clarification arising in the process of attestation of documents shall be referred to the Home Department, Government of Goa, Secretariat for clarification.

By order and in the name of the
Governor of Goa



(Harish N. Adconkar)
Under Secretary(Home-I)

Copy to:

1. The Director of Printing and Stationery, Government Printing Press, Panaji with a request to publish the same in the Extra-Ordinary Official Gazette.
2. The Collector, North Goa District, Office of the District Magistrate, Magisterial Branch, Panaji, Goa.
3. The Collector, South Goa District, Collectorate of South Goa, Civil Administration Branch, Margao, Goa.
4. The Foreigner's Regional Registration Officer, Police Head Quarters , Panaji.
5. The Under Secretary to the Government of India, Ministry of External Affairs, CPV Division, Consular Section, Patiala House, Tilak Marg, New Delhi-110001.
6. The Under Secretary(GA), General Administration Department, Secretariat, Porvorim, Goa.
7. Guard file
8. Office copy