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No. 3/9/2013-ARD  
Government of Goa,  
Administrative Reforms Department,  
Secretariat – Porvorim.  
Dated:-29<sup>th</sup> October, 2013

Ref:- Circular letter No. 3/9/2013-ARD dated 4<sup>th</sup> July, 2013 along with Office Memorandum No. K-11022/67/2012-AR dated 10<sup>th</sup> May, 2013.

**OFFICE MEMORANDUM**

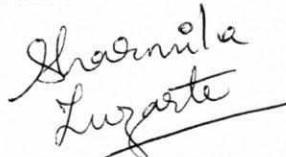
In pursuance of the Office Memorandum dated 10<sup>th</sup> May, 2013 cited above of the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances, New Delhi with regard to the recommendations made by the Second Administrative Reforms Commission in its 12<sup>th</sup> Report titled "Citizen Centric Administration – The Heart of Governance", Government is pleased to adopt the recommendation of self-certification provision for simplifying procedures.

The self certification means "the True Copy of the original certificate". The self certification shall apply to personal documents only to be attested by a person himself/herself" by endorsing the following words on the copy:-

"The certificate is True Copy of the original".

It has, therefore, been decided that henceforth the provision of self certification by the applicants/stakeholders be adopted instead of asking for an attested copy of documents by a Gazetted Officer or Magistrate, otherwise specifically required under the Statute/Law/Rules. The original documents are required to be produced and verified by the authorities concerned at the final stage i.e. at the time of actual grant of any benefit/facilities or grant of benefits under the scheme or appointment in Government/Semi Government/State Public Sector Undertakings/Local Bodies, etc. or at the time of Admission in respect of students.

All Heads of Departments are, therefore, directed to review the existing procedure of requirements of attested copies of documents or affidavit at the time of application, wherever possible.



( Sharmila Zuzarte )  
Under Secretary (Admn. Reforms)

To,

1. All Heads of Departments/Offices
2. All Autonomous Bodies/Corporations/Boards
3. All Departments/Offices in the Secretariat

Copy for information to:-

The Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi -110001.