

Charalate



Government of Odisha
Home Department

2517
29-12-16

RESOLUTION

No. 46553 / COOP - MISC - 0011 - 2016

6556/Res
29-12-16
Dated 21.12.2016

Sub: Initiative of Governance Reforms - Introduction of Self Certification/Attestation.

The recommendations made by the Second Administrative Reforms Commission in its 12th report titled 'Citizen Centric Administration - The Heart of Governance' to Government of India, for adoption of self-certification of documents like educational certificates, mark sheets, birth certificate etc. without being attested by Gazetted Officer were under consideration of Government for quite some time.

After careful consideration, Government have been pleased to decide that Home Department while dealing with public services in pursuance to Notification No. 8826-GAD-AR-DRF-0181-2012/AR dated 30-03-2013 issued by General Administration (AR) Department in the matter of:

Name of Public Service

- (i) Disposal of application for registration of foreigners
- (ii) Disposal of applications for extension of residential permit of foreigners
- (iii) Supply of copy of FIR to the complainant
- (iv) Disposal of application for the use of loudspeakers (for Commissionerate Police area of Bhubaneswar and Cuttack)
- (v) Disposal of application for NOC for fairs / mela / exhibition etc (for Commissionerate Police area of Bhubaneswar and Cuttack)
- (vi) Disposal of application for final form for road accident / stolen vehicles/ theft cases
- (vii) Supply of copy of fire report
- (viii) Supply of copy of fire certificate of fire incident without insurance
- (ix) Supply of copy of fire certificate for fire incident in insured premises (below 10 lakhs)
- (x) Supply of copy of fire certificate for fire incident with damage of property worth more than 10 lakhs (irrespective of insurance)
- (xi) Disposal of application for fire safety NOC for factories/ industries / storage / godowns / explosive premises
- (xii) Disposal of application for fire safety NOC for non-high rise building (below 15 metres of height)

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(xiii) Disposal of application for fire safety NOC for high rise building (above 15 metres of height)

submission of attested copies of the documents shall be done away with and only self-certified / self-attested documents shall be submitted at the initial stage with an undertaking and declaration that the self-attested / self-certified papers submitted are genuine and authentic .

Moreover an applicant has to furnish an undertaking / declaration in the application form invited by Home Department for various posts through advertisements, stating that the facts stated in the application form are true and correct to the best of his knowledge and belief and the self-attested / self-certified documents are genuine and authentic. In case, at a later stage it is found / detected that the self-attested / self-certified documents are forged / false / fabricated / fraudulently prepared the applicant shall be criminally liable as per law.

List of documents (Waiver of affidavit)

- (1) Birth Certificate
- (2) Medical Certificate
- (3) Driving License
- (4) No obligation to return to India (NORI) Certificate
- (5) No Objection Certificate
- (6) Pension Payment Order
- (7) Discharge Book / Certificate
- (8) Identity Card
- (9) Matriculation Certificate (School / College leaving Certificate)
- (10) College Registration Certificate
- (11) College Rank Card
- (12) Death Certificate
- (13) AGI Certificate
- (14) Income Certificate
- (15) Gun License
- (16) Legal Heir Certificate
- ✓(17) Character Certificate
- (18) Occupancy Certificate
- (19) Fire Safety Certificate
- ✓(20) Passport
- (21) Caste Certificate
- (22) Residential / Nativity Certificate
- (23) Succession Certificate
- (24) Photo Identity Card
- (25) Disability Certificate
- (26) Passport Size Photograph
- ✓(27) Police Clearance Certificate

- (28) Issuance of Un-married Certificate
- (29) Marriage Certificate
- (30) Issuance of Freedom Fighter Certificate
- (31) Migration Certificate
- (32) Voter Identity Card
- (33) Aadhaar Card
- (34) PAN Card
- (35) Distress Certificate from Collector
- (36) Copy of First Page of Service Book
- (37) Physical Fitness / Medical Certificate
- (38) Ex-Serviceman Certificate
- (39) G.P.F. Acts Slip
- (40) Sanction Order of advance of House Building / Vehicles / Computer
- (41) Issuance of NOC for passport to the employees
- (42) Society Registration Certificate
- (43) Change in Address
- (44) Registration Certificate of Vehicles
- (45) Ownership Certificate on Transport
- (46) Correction in Birth & Death Record Certificates
- (47) Availing of Leave Travel Concession
- (48) Solvency Certificate
- (49) Medical Reimbursement
- (50) Undertaking while applying for grant/renewal of license by the licensing authority
- (51) Copy of Record of Rights (RoR)

Self attestation of these documents is subject to an undertaking as per Annexure-I. This resolution supersedes all the notifications / resolution issued earlier by this Department.

Order: Ordered that a copy of Resolution be forwarded to all the Departments of Government / All Heads of Department under the administrative control of this Department / All Superintendent of Police and ordered further that the Resolution be published in the next issue of Odisha Gazzette.

By order of Governor


Principal Secretary to Government

Memo No. 46554 / Dated 21.12.2016

Copy forwarded to All Departments of Governments / All Heads of Department under the Administrative Control of this Department / All Superintendent of Police for kind information.

Aalka
21/12/16
Under Secretary to Government

Memo No. 46555 / Dated 21.12.2016

Copy forwarded to Director, Printing Stationaries and Publication, Odisha, Cuttack with a request to publish the resolution in the next issue of Odisha Gazette and supply 100 copies to Home Department.

Aalka
21/12/16
Under Secretary to Government

Memo No. 46556 / Dated 21.12.2016

Copy forwarded to Portal Head, I.T. Centre, Secretariat, Bhubaneswar for information and necessary action. He is requested to upload this resolution on the website of Home Department for general information.

Aalka
21/12/16
Under Secretary to Government

Memo No. 46557 / Dated 21.12.2016

Copy forwarded to All Officers / All Sections of Home Department for general information.

Aalka
21/12/16
Under Secretary to Government

Annexure - I

Self-declaration for Authentication of Certificate

I, _____, son/daughter of
Shri/Smt./Ms. _____
Age _____ years, resident of _____

District _____ Odisha, hereby declare that the information given above and the documents enclosed herewith containing self-certification is/are genuine and authentic. If any information/document is found false/forged/tampered, I shall personally remain responsible for any criminal action u/s 406/ 419/ 420/ 466/ 468/ 471/IPC or any other penal provisions of law and the authentication of the certificate will be treated as cancelled and intimated to all concerned. Also, all the benefits availed by me shall be summarily withdrawn.

Permanent Address

Signature of the applicant
Date
Place
Mobile No.
E-mail ID.

Present Address