

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India

No. NIELIT/HQ/MIS(T/G)/01/03(III)-Part 1186

16.02.2015

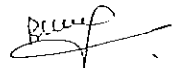
OFFICE MEMORANDUM

Subject: Adoption of Self-Certification of documents in NIELIT- reg.

A reference is received from one of the NIELIT Centre seeking clarification whether self- certification of documents like marksheet, birth certificates etc. for admission / official purpose(s) can be allowed.

2) The matter has been examined at NIELIT Headquarters keeping in view of the guidelines issued by DAR&PG, Ministry of Personnel, Public Grievances and Pension vide O.M. No. K-11022/67/2012-AR dated 10th May, 2013, which inter-alia provides the method for adoption of self-certification of documents like marksheet, birth certificate etc. by the applicant / stakeholders instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. The guidelines have been approved by the Competent Authority for implementation in NIELIT. Under the self attestation method, the original documents are, however, required to be produced at the final stage. (copy enclosed).

3) The certificates needs to be checked/re-validated at the time of joining of the applicant(s). The admission can be dropped/denied, if certificate(s) submitted at the time of Registration or Admission is/are found incorrect.



(B.N. Choudhury)

Additional Director (P&A) and Registrar

Encls: As above

Copy to:

- 1) Directors/Directors-in-charges, All NIELIT Centres.
- 2) Head of Wings

Copy also for information:

TSO to Managing Director

विधि (उत्तर) एवं प्र.वि. (आ.कृ.अनु.प्र.) का कार्यालय
 (DARE) & OCS Office
 सं. सं. / Dy No. 4339/2013
 दिनांक/Date: 21/11/2013

(26) (3)

No.K-11022/67/2012-AR
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Administrative Reforms & Public Grievances

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.

scag(D)
 27/11
 Asst Dy
 Secy (P&A)

Sanjay Kothari
 (Sanjay Kothari)
 Secretary to the Government of India
 Tele: 23742133

Secretaries to the Government of India

Pl. forward copy to
 I/CAR & CAG
 & put up.
 US (S&H)
 (D. O. Sanjay Kothari)
 20/11/13

Dep't. of Adm. & P. (M.P.) & Secy. (GAR)
 Diary No. 252/11/12
 Date: 21/11/13
 (S.S.)