

संजय कोठारी
Sanjay Kothari

सचिव
SECRETARY

2026
1/8/14



सत्यमेव जयते

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA,
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

A.O. III
[Handwritten Signature]

D.O. No.K-11022/67/2012-AR

02.07.2014

Dear Dr. Ratan Kumar Sinha,

Kindly refer to Office Memorandum of even number dated 10 May 2013 regarding abolition of affidavits and promotion of self-certification (copy enclosed) and Cabinet Secretary's letter dated 5th June 2014 {specifically Para 2 (b)}.

2. Some Ministries have adopted the provision of self-certification of documents such as mark sheet, birth certificate etc. by the applicants/stakeholders. Under the self-attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above procedure is citizen friendly and obtaining either an attested copy or affidavit not only costs money to the poor citizen but also involves wastage of time of the citizens as well as of the Government officials. A presentation on the subject is attached for your perusal.

4. I will request you to kindly review the existing requirements of affidavits and attested copy by Gazetted Officers in various forms in your Ministry/Department in a phased manner and wherever possible, make provision of self-certification of documents and abolition of affidavits.

well regards

Yours sincerely,

[Handwritten Signature] 2/7/14

(Sanjay Kothari)

Dr. Ratan Kumar Sinha
Secretary
D/o Atomic Energy
South Block
New Delhi.

[Handwritten Signatures]
Dr. Ratan Sinha
Dr. NISER
Chaman RBS

[Handwritten Signatures]
16-07-14



सूचना का
अधिकार

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