

R.R. No. _____ Dt. 11/3/16
Spl. Sec. _____
Government of Manipur

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(ADMINISTRATIVE REFORMS DIVISION)

OFFICE MEMORANDUM

Imphal, the 4th March 2016.

Department of P&AR
RECEIVED NO. 3645
DATE 19/3/16

Subject: Replacement of Affidavits, not required by Law, by Self-Certification and Replacement of Attestation of True Copies of documents by Gazetted Officers and Others by Self-Attestation.

No.11/8/2005-AR(Pt-IV): Presently, various Guidelines/Procedures of the State Government of Manipur warrant submission of Affidavits to obtain Certificates such as Residence/Domicile/ Income/ST, SC, OBC Certificates and also availing benefits under other Government Schemes. These Affidavits are attested by Public Notary, Oath Commissioner and Others. Only some of these Affidavits are statutory in nature while others are not warranted by Law.

Further, submission of True Copies of Original documents duly attested by Gazetted Officers and Others along with relevant Application Forms is also presently required during consideration for admission to Educational institutions, Recruitment, availing Schemes/Benefits etc of the Government.

2. The above process of obtaining Affidavits and Attested Copies not only puts the Citizens of the State into unnecessary and avoidable inconveniences but also entails wastage of precious time and money. In view of this the Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration - The Heart of Governance" has recommended adoption of self-certification provisions for simplifying procedures.

3. As a part of its continued effort to provide Citizen-friendly Governance, the Government of Manipur after minute consideration has decided to adopt the method of Self-Certification and Self- Attestation. Under these methods, Affidavits which are not required by Law will be replaced by a Self-Certification as follows:

FORMAT OF SELF-CERTIFICATION TO BE INCLUDED AT THE END OF ANY APPLICATION FORM

I _____ Son/Daughter of Shri/Smt
_____ Aged _____ (D.O.B. _____),
Resident of _____ District

_____, Manipur hereby declare that the information given above and in the enclosed documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of section 177, 193, 197, 198, 199 and 200 of the Indian Penal Code and any other suitable provisions of the Law. Also all the benefits availed by me shall be summarily withdrawn.

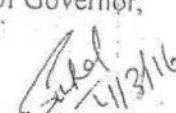
(Signature of the Applicant)

4. The process of attestation of true copies by Gazetted Officers/ other authorities shall similarly be replaced by process of Self-Attestation. In case of false Self Certification or Self-Attestation, the person doing so shall be liable to penal actions under the relevant provisions of Indian Penal Code. Original documents shall be required to be produced at the final stage of Admission/ Selection/ Recruitment etc.

5. This Office Memorandum will come into force with immediate effect and issues with the approval of the State Cabinet vide their decision taken under Agenda No. 2 on 27/02/16.

6. All Administrative Secretaries, Head of Departments and Deputy Commissioners shall ensure that above measures are implemented fully in letter and spirit.

By Orders & in the name of Governor,


(Dr. Suhel Akhtar)
Additional Chief Secretary,
Administrative Reforms,
Government of Manipur.

Copy to:

1. The Secretary to the Governor, Manipur.
2. The Secretary to the Chief Minister, Manipur.
3. The Secretary to the Speaker, Manipur Legislative Assembly.
4. The Secretary to Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Administrative Reforms & Public Grievances.
5. The Chief Secretary, Government of Manipur.
- ✓ 6. All Addl. Chief Secretary/Principal secretary/Commissioner/secretary,
Government of Manipur
7. The Accountant General, Manipur
8. All Deputy Commissioners/Head of Departments, Government of Manipur.
9. The Director, Printing & Stationery, Government of Manipur
- With a request to publish in the Government Extra-Ordinary gazette
and furnish 120 copies.
10. The Director, DIPR, Government of Manipur
- With a request to accord wide publicity in the State.
11. WebMaster, DIT with request to upload scanned copy on Manipur Government
Website.
12. Guard File/Order Book.