

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

No. HC.III – 05/2014/ _____ /G

From: Shri V.K. Chândak,
Registrar (Admn.)
Gauhati High Court, Guwahati.

To: The District & Sessions Judge,

Kamrup, Guwahati / Kamrup, Amingaon /Morigaon /Nagaon /Jorhat /Golaghat/
Sivasagar/ Dibrugarh/ Tinsukia/ Dhemaji/ Lakhimpur,North Lakhimpur/ Sonitpur,
Tezpur/ Udalguri/ Darrang,Mangaldoi/ Nalbari/ Barpeta/ Bongaigaon/ Kokrajhar/
Dhubri/ Goalpara/ Cachar, Silchar/ Karimganj/ Hailakandi, Assam.

Dated Guwahati the 17th March, 2015

Sub : Forwarding the copy of Office Memorandum dated 23.02.2015 passed by the Government of Assam regarding the Self Attestation of documents and Self-declaration in Non Statutory matters for necessary information and compliance.

Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith a copy of the Office Memorandum dated 23.02.2015 passed by the Government of Assam regarding the Self Attestation of documents and Self-declaration in Non Statutory matters for necessary information and compliance with a request to circulate the same amongst the Judicial Courts of your district for necessary compliance.

A list of services where self-attestation and self-declaration can be introduced is enclosed along with a model self-declaration form for ready reference.

Yours faithfully,

Encl: As stated above.

Sd/-
REGISTRAR (ADMN.)

Memo No. HC.III – 05/2015/ ~~650-673~~ /G dated Guwahati, the 17th March, 2015.

Copy for information to:

1. The Addl. Chief Secretary, Govt. of Assam, Administrative Reforms & Training Department.
2. The Registrar (Vig. / Judl.), Gauhati High Court, Guwahati.
3. The Registrar, Gauhati High Court, Kohima Bench, Kohima/ Aizawl Bench, Aizawl.
4. The Registrar-cum-Principal Secy. to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The Member, MACT I / II/III, Kamrup, Guwahati.
6. The Member, MACT, Nagaon/ Nalbari/Barpeta/Dhubri/Silchar.
7. The Special Judge Assam, Guwahati
8. The Special Judge, C.B.I., Assam, Guwahati
9. The Special Judge, Addl. CBI Court I/II/III, Guwahati

10. The Judge, Designated Court, Guwahati
11. The Principal Judge, Family Court, No.1 & 2, Guwahati / Silchar, Cachar
12. Presiding Officer, Labour Court, Guwahati/Dibrugarh
13. Presiding Officer, Industrial Tribunal, Guwahati / Silchar/ Dibrugarh
14. The Joint Registrar, Gauhati High Court, Itanagar Bench, Naharlagun.
15. The Joint Registrar (_____), Gauhati High Court, Guwahati.
16. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
17. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
18. The Librarian-Cum- Research Officer, Gauhati High Court, Guwahati.
19. The System Analyst, Computer Section, Gauhati High Court, Guwahati. *He is to upload this order in the website of Gauhati High Court.*
20. The P.S. to Hon'ble Mr. / Mrs./ Dr. (Mrs.) Justice _____, Gauhati High Court, Guwahati.
21. The AOJ (_____), Gauhati High Court, Guwahati.
22. The Court Master, Court No. _____ Gauhati High Court, Guwahati.
23. The C.A. to the Registrar General, Gauhati High Court, Guwahati. *He is to place the letter before the Registrar General for his honour's perusal and information.*


REGISTRAR (ADMN.)

Asstt.
16-5-15

GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
DISPUR-GUWAHATI 781006

No. AR 49/2009/119

Dated Dispur the 23rd February 2015

OFFICE MEMORANDUM

Sub: Self Attestation of documents and Self-declaration in Non Statutory matters.

Government of Assam, for quite some time, have been reviewing the requirement for submission of copies of original documents and certificates attested by Gazetted Officers/ Magistrates, etc and submission of affidavits for authentication purposes while submitting applications for admission to various educational institutions, appointment in various government, semi government jobs and for the purpose of obtaining various services etc. The matter was studied at length and it is observed that submission of such documents, where required for preliminary checking of the eligibility only depending on which the authorities may shortlist the candidates for admission/ screening tests, etc, as the case may be, subject to final verification, could be simplified. At the final stage, when a candidate is selected for admission/ appointment or for providing the services, he/she is required to present before the authority the original documents/ certificates for final verification. Thus, evidently insisting of attestation of documents by magistrate/ gazetted officer etc at the initial stage of the process would only delay the process consuming considerable time unnecessarily of both the public servants and that of the student/ clients/ stakeholders. The responses received from various Departments also suggest removal of these practices. Accordingly Government has decided to introduce with immediate effect the self attestation of original documents in place of attestation by gazetted officers/ magistrates etc and self declaration in place of affidavits in all cases except where there is statutory requirement.

The departments are advised to examine the statutory provisions requiring the submission of attested copies of documents and affidavits and take up for amendment of the same, where feasible so as to extend the scope of these benefits to more services.

A list of services where self-attestation and self declaration can be introduced is enclosed along with a model self declaration form for ready reference.

Sd/- S.C, Das IAS
Additional Chief Secretary to the Government of Assam
Administrative Reforms and Training Department

Memo No. AR 49/2009/119 -A

Dated Dispur , the 23rd February 2015

Copy to :

1. The Additional Chief Secretary to the Chief Minister, Assam, Dispur.
2. The Commissioner & Secretary to the Governor of Assam, Rajbhavan, Guwahati
3. PSs to all Ministers/Ministers of state, Assam, Dispur.
4. Staff Officer to the Chief Secretary, Assam
5. The Registrar General, Gauhati High Court, Guwahati.
6. The Secretary to the Assam Human Rights Commission, Guwahati.
7. The Registrar, Office of the Lokayukta, Assam, Guwahati.
8. The Secretary, Assam Public service Commission, Guwahati.
9. Addl. Chief Secretary to the Govt. of Assam, Dispur.....
10. P.S. to the Chief Information Commissioner , Assam, Sixth Mile.
11. The Chairman, Assam Administrative Tribunal, Panbazar, Guwahati-1.
12. The Chairman, Board of Revenue, Panbazar, Guwahati-1.
13. All Principal Secretaries to the Govt. of Assam, Dispur.
14. The Accountant General (A&E), Assam Maidamgaon, Guwahati-29.
15. The Accountant General (Audit), Assam, Maidamgaon, Guwahati-29.
16. All Commissioners & Secretaries to the Government of Assam.
17. All Commissioners of Divisions.
18. All Heads of the Departments
19. All Deputy Commissioners.
20. All Sub divisional Officers.
21. Director, Printing & Stationeries for publication of the OM in the next issue of the Gazette and submit 300 copies of the OM.



By orders etc,

Joint Secretary to the Government of Assam

Model form for Self-declaration for getting admission in the educational institutions and getting services from Government Departments/Local Bodies/Autonomous Institutions under the State Government

This declaration should be a part of the application form for seeking admission / appointment / and services from Government

I shri/smti _____ Son/Daughter of Shri _____ Age _____
Year _____ resident of _____

District _____ Assam , hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Signature of the Applicant

Services where self certification/ self declaration is allowed

SI No	Name of Department/ Directorate	Name of Service	Names of Statements/ Certificates required to be self-attested/ and or self declaration in lieu of affidavit
1	Secretariat Administration (Est) Dept	During the recruitment process of Jr AA and Typist in Assam Secretariat	Certificate related to age, and other certificates showing requisite qualification etc.
		While applying for Medical Allowance	Disability Certificate, Birth Certificate etc.
		While applying to other Govt. Dept/ Organisation through proper channel.	Certificate related to age, other certificates showing requisite qualification etc. as required by the concerned Dept/ Agency
2	Director of Archives	Services to research scholars	Recommendation of Guide / Certified in case of scholars attending Archives from within country for authentication of the bonafide of the scholars
		Recruitment of staff	Accreditations certificate from High Commission/ Embassy foreign Scholars
		Filling up the vacant post	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
3	Directorate of Printing & Stationery	Change of Name etc and Notification in the Assam gazette	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		tender papers submitted against N.I.T.	self declaration in place of affidavit
		Contractor Registration	Documents of Registration, VAT, GMC trade License, Sales tax, Income tax, Pan Card etc
4	Office of Commissioner, Assam State Housing Board	Appointment in the Board's Service	Bio-data of application, Income Certificate
		Direct recruitment	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
5	Water Resources Dept	Appointment for various jobs	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Pension Cases	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Opening of new Service Book	Self declaration in lieu of Affidavits from family members in whose favour other relatives have given authority for drawal of pension benefit of the deceased.
6	Office of the Director of Secondary Education, Kahilipara, Ghy-19	Appointment purpose	self declaration declaring loss of service book
		Appointment purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
7	Office of the Director of Higher Education, Kahilipara, Ghy-19	Appointment purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate

8	Office of the Director of Technical Education, Kahilipara, Ghy-19	Admission to various courses	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Scholarship Application	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Recruitment Application	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
9	Assam State Rural Livelihoods Mission Society, Ghy-37	Recruitment Purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Recruitment Purpose	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
10	Directorate of Health Services (F.W.), Hengrabari, Ghy-36	Pension Cases	Death Certificate claiming pensionary benefit to legal heir etc
		Application of Government job	Succession certificate, legal heir Certificate, claiming pensionary benefit to legal heir
		Tendering and leasing process	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Pension and other service related matter	Tax related, experience Certificate, Power of Attorney, Partnership deeds, Constitution of company, Financial soundness Certificate, bank related documents, Address proof, Land document
		Competency examination of Crews	Identity Card, Marriage Certificate, death Certificate, Document of Bank Loans, GPR/GIS Statements, Service Books
12	Assam State Transport Corporation (ASTC)	Registration of boats/vessels	Experience Certificate, Age Certificate, Service Certificate etc.
		Recruitment in all categories of posts in ASTC	Ownership Certificate, Insurance etc
		Settlement of dues payable to legal heirs of deceased of ASTC	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
		Submission of tenders	Affidavit/Legal heir Certificate
13	Directorate of Municipal Administration, Ghy-6	Recruitment (Both Directorate & MB/T/C Level)	Relevant Certificate such as Registration Certificate, Trade Certificate, income Tax
		Death and Birth Certificate (at MB/T/C Level)	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
14	Office of the Director, Town & Country Planning Deptt, Ghy-6	Recruitment to Town Planning Service	Affidavit required when person does not register death or birth
15	Office of the Guwahati Municipal Corporation (Water Works wing)	Water supply connection	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate, PRC, Ration Card, Identity Card, Driving License, medical, Electricity Bill, Income tax, Sales tax Certificate, Voter ID, Passport etc
16	Office of the Guwahati Municipal	Issue of trade Licence	NOC of land/ House owner required in the form of affidavit Self declaration in lieu of affidavit

	Corporation (ZONES)	Assessment	Self declaration of NOC in lieu of affidavit in case of ownership transfer in holding
17	Office of the Guwahati Municipal Corporation(Mutation Branch)	Holding Mutation	Self declaration of NOC in lieu of affidavit when seller could not attend hearing
18	Office of the Guwahati Municipal Corporation(Enforcement Branch)	Inviting tender	Self certification of Pan Card, Trade License, Income Tax, VAT, Property tax paid in receipt, Bank Soundness Certificate, Caste Certificate, Agreement
19	Office of the Guwahati Municipal Corporation(Engineering wing)	Machinery equipments	Declaration of machineries in stock with the bidder in the form of self declaration or self attestation
20	Office of the Labour Commissioner, Ghy	Beneficiary registration under Building and other construction work Hearing and disposal of compensation claim cases License to Contractor Issuing registration certificate to the employer under Assam Shops	Birth Certificate, Voter ID, Residential certificate, Employee Certificate Affidavit for deposition of witness, Police report, Post Mortem reports Self attestation of Police report
21	Judicial Deptt	Notarial Service Recruitment process	Trade License, Partnership deed, Deed of incorporation Academic Certificate, Bar license etc. Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate
22	Office of the Commissioner of Excise, Ghy	For granting liquor licences Tender of settlement of Country spirit shop, Bottling Contract	Partnership deed, trade Licence, Agreement copy of rented house, Police report, Bakjiai statement etc. Address of tenderer, Pan card, sales tax, income tax clearance Certificate, Financial soundness
23	Office of the Principal Chief Conservator of Forests, Ghy-8	Application for appointment For sale of forest produces of the Deptt	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate Sales Tax, Income Tax Returns, Photograph, Financial soundness certificate
24	Border Areas Deptt	Recruitment Process	Certificates relating to academic qualification and Experiences etc Date of Birth, Caste, Physically Handicapped Certificate