



UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110002

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली - 110 002

All communications should be addressed to
the Secretary by designation and not by name

F.No.5-5/2013 (JCRC)

July, 2013
19 AUG 2013

The Registrar/Principal
All Central Universities(39)/Deemed Universities (8)
Delhi Colleges (55)
(As per list attached)

Subject: Administrative Reforms Commission's 12th Report – adoption of self
certification provision for simplifying procedure

Sir,

I am directed to enclose herewith a copy of OM No. K.11022/67/2012-
AR dated 10th May, 2013 issued by the Department of Administrative Reforms &
Public Grievances, Ministry of Personnel, Public Grievances and Pension, Govt. of
India and to request you to adopt the same.

Yours faithfully,

(Dr. R. Manoj Kumar)
Education Officer

Encl. as above :-

Copy for similar action to :-

1. All Bureaus.
2. All UGC Regional Offices.
3. Guard File.

(Dr. R. Manoj Kumar)
Education Officer

S. 261 (R)

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

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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.

Sanjay Kothari 10/5/2013

(Sanjay Kothari)

Secretary to the Government of India

Tele: 23742133

Secretaries to the Government of India