

No.6/98/99-PER/2013-14/3035  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman - 396 220.

Dated:- 03/01/2014.


**ORDER**

**Sub:-Replacement of Attested Documents with Self Attested Documents.**

Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India vide O.M. No.K-11022/67/2012-AR dated 10<sup>th</sup> May, 2013 has informed that the Second Administrative Reforms Commission in its 12<sup>th</sup> Report titled "Citizen Centric Administration - The Heart of Governance" has recommended adoption of self - certification provision for simplifying procedures. Taking a cue from this, some Ministries/States Government have adopted the provision of Self-certification of documents like marksheet, birth certificate etc. by the applicants/stake holders instead of asking for an attested copy of documents by a Gazetted Officer. Under the self attestation method, the original documents are required to be produced at the final stage.

2) The above recommendation has been examined. In the interest of providing a citizen friendly administration, the Administrator, UT of Daman & Diu and Dadra & Nagar Haveli is pleased to order that no department shall henceforth require furnishing of documents attested by Gazetted Officers as part of application forms for various services, except,

- i) where furnishing of attested documents is explicitly required as part of the statutory provisions.
  - ii) where the applicant is not required to be personally present before the competent authority at the final stage of processing the application. However, even in such cases, the applicant may furnish self attested documents if he agrees to come before the competent authority for verification of documents at the stage of final processing.
- 3) Verification of all self attested document is however to be carried out mandatorily by the competent authority at the final stage of processing.

  
( S. K. Varma )  
Deputy Secretary (Personnel)  
Secretariat, Daman

To,  
All Head of Offices  
Daman & Diu and Dadra & Nagar Haveli.

Copy to :

1. The Staff Officer to Administrator, Secretariat, Daman/DNH for information.
2. The P.S. to Development Commissioner, Secretariat, Daman/DNH for information.
3. The Deputy Secretary(Per), DNH with a request to circulate the same to all Head of Offices in Dadra & Nagar Haveli.
4. The Collector, Diu with a request to circulate the same to all Head of offices in Diu District.
5. Office copy/Guard file.

✓ 6. The DIO, NIC, Daman with a request to upload the same on official website of Administration