

NO:6/98/99-PER/2013-14/ 325  
UT Administration of Daman & Diu & DNH,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman.  
Dated: 13-05-2014

**ORDER**

**Sub: Replacement of Affidavits with Self Certified 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 in place of affidavits. The Ministry has informed that the method of self certification is citizen friendly and avoids waste of time, effort and money on the part of the citizens. It has also been informed that self certification has the same legal force as in case of affidavit, and that in case of concealment or misrepresentation, legal action can be taken u/s 199 & 200 of the IPC.

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 Departments and autonomous bodies under them in the UT Administrations of Daman and Diu and Dadra and Nagar Haveli shall henceforth not take any affidavit as a part of its service delivery process, except where required under a statute. Instead, a self-certified document with the same content as in the affidavit shall be taken. All such self-certified documents shall further have the declaration at the end, as per proforma annexed.

This issues with the approval of Hon'ble Administrator vide diary No.1018 dated 08.05.2014.

( P. S. Reddy )

**Spl. Secretary (Personnel &  
Administrative Reforms)**

The Head of Offices,  
Daman & Diu & Dadra & Nagar Haveli.

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman/DNH for information.
2. The PS to Development Commissioner/Finance Secretary/Secretary (Education)/Secretary (Agriculture), 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 SIO, N/C, Daman to upload in the website.

## DECLARATION

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ age \_\_\_\_\_,  
Year \_\_\_\_\_, resident of \_\_\_\_\_ District, UT of \_\_\_\_\_  
hereby declare that the above information 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 and that the benefits availed by me shall be summarily withdrawn.

This is to certify that I have read and understood the provisions of Section 199 and 200  
of the Indian Penal Code which state as follows:-

**Section 199. False statement made in declaration which is by law receivable as evidence:-** Whoever, in any declaration made or subscribed by him, which declaration any Court of justice, or any Public Servant or other person, is bound or authorized by law to receive as evidence of any fact, makes any statement which is false, and which he either knows or believes to be false or does not believe to be true, touching any point material to the object for which the declaration is made or used, shall be punished in the same manner as if he gave false evidence.

**Section 200. Using as true such declaration knowing it to be false:-**Whoever corruptly uses or attempts to use as true any such declaration, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

**Explanation:** A declaration which is inadmissible merely upon the ground of some informality, is a declaration within the meaning of Sections 199 and 200.

Place:

Date:

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DEPONENT