

**GOVERNMENT OF WEST BENGAL**  
**Personnel & Administrative Reforms department**  
**( Administrative Reforms Cell)**  
**‘NABANNA’**  
**325, Sarat chatterjee Road**  
**Howrah-711102**

Memo No .1275 / PAR(AR) /O /3M-23/2014

dated 13<sup>th</sup> November, 2014

**ORDER**

The adoption of the provisions of “self- attestation” in lieu of “attestation by gazetted officers and others” and “self- declaration” in lieu of “affidavit” has been under consideration of the state government for some time.

2. After careful consideration, the Governor is pleased to order adoption of “self- attestation” and “self- declaration” in the following manner:

**A. Relating to replacement of Attestation by Gazetted officers & Others:**

Presently, applicants seeking admission in educational institutions , employment in government departments and certificates, licences, services etc from any Authority, are required to submit the copies of documents , credentials etc attested by the gazetted officers and others. Henceforth, attestation by gazetted officers and others shall be replaced by self- attestation in the following manner.

i) The departments which have already identified the activities for which “Self- Attestation” shall be allowed in lieu of “Attestation by Gazetted Officers & others” ,as mentioned in **Annexure-1** , shall issue suitable administrative orders in this regard by 30<sup>th</sup> November, 2014 and arrange for wide and adequate publicity.

ii) The departments shall modify their existing procedures & forms incorporating therein the Self- Declaration Format , mentioned in **Annexure-IV**, within 30<sup>th</sup> November, 2014, so that the dispensation becomes fully operational positively within 1<sup>st</sup> December, 2014.

Contd on P-2

**B. Relating to replacement of Affidavit:**

Henceforth, “Affidavits” shall be replaced by “Self- Declarations” in the following manner.

- i) The departments which have already identified the activities for which ‘Affidavits’ may be replaced by ‘Self-Declaration’, mentioned in **Annexure-II** , shall issue suitable administrative orders in this regard by 30<sup>th</sup> November, 2014 and arrange for wide and adequate publicity.
- ii) The Departments shall modify their existing procedures & forms incorporating therein the Self- Declaration Format, mentioned in **Annexure-IV**, within 30<sup>th</sup> November, 2014, so that the dispensation becomes fully operational positively within 1<sup>st</sup> December, 2014.

**C. Relating to Replacement of ‘Affidavit’ and ‘Attestation by Gazetted Officers’ in respect of certain entitlements of the State Government employees :**

In the existing system, state government employees are required to submit affidavits / attested copies of documents for getting their entitlements e.g., GPF, Medical Benefits under W.B Health Scheme, Pension etc. Henceforth, ‘Affidavit’ and ‘Attestation’ by Gazetted Officers and others shall be substituted by Self Declaration and Self – Attestation respectively in respect of the entitlements mentioned in **Annexure-III** in the following manner.

- i) The Finance Department shall issue administrative orders in this regard by 30<sup>th</sup> November, 2014 and arrange for wide and adequate publicity.
- ii) The Finance Department shall modify their existing procedures & forms incorporating therein the Self- Declaration Format, mentioned in **Annexure-IV**, within 30<sup>th</sup> November, 2014, so that the dispensation becomes fully operational positively within 1<sup>st</sup> December, 2014.

- D.** The substitution of ‘Affidavit’ and ‘Attestation’ by ‘Self-Declaration’ and ‘Self-Attestation’ respectively, shall be a continuous process in public interest. The list of activities for such substitutions shall be periodically updated by the respective departments and submitted to the P& AR Department for prior approval by the Competent Authority.

Contd on P-3

E. The system of filing of Affidavit in Court Cases shall, however, continue until the relevant laws / rules in this regard are amended.

By order of the Governor,  
Sd/-  
Sanjay Mitra,  
Chief Secretary to the  
Government of West Bengal

Enclosures: Annexure ( I-IV)

Memo No1275 /1/ PAR(AR) /O /3M-23/2014

dated 13<sup>th</sup> November, 2014

Copy forwarded for information and necessary action to:

1. The Secretary to the Government of India, Department of Administrative reforms, PG & Pensions, Sardar Patel Bhavan, Sansad Marg, New Delhi- 110001
2. The Additional Chief Secretary / Principal Secretary / Secretary,  
..... Department
3. The Chairman, West Bengal Public Service Commission,
4. The Chairman, West Bengal Staff Selection Commission
5. The Commissioner, .....Division
6. The District Magistrate,( All ) .....District
7. The Sub- Divisional Officers ( All ) .....Sub-Division
8. The Block development Officers ( All ).....Block
9. All Universities / Colleges (through the Principal Secretary, Higher Education Department)..... University / College
10. All Schools ( through the Secretary, School Education Department)  
..... School

Sd/-

Manoj Kumar Agarwal  
Principal Secretary to the  
Government of west Bengal

ANNEXURE-I

ILLUSTRATIVE LIST OF ACTIVITIES FOR WHICH SELF-ATTESTATION IS  
ALLOWED DISPENSING WITH ATTESTATION BY GAZETTED OFFICERS AND  
OTHERS

Sl.No.	Name of Services	Name of the Department
1	Documents required for admission of students in Primary, Secondary and Higher Secondary level.	School Education Department
2	Documents required for Migration Certificate in Secondary and Higher Secondary level.	School Education Department
3	Documents required for correction of Certificate/Mark Sheet/Admit Card at Secondary and Higher Secondary level.	School Education Department
4	Documents required for issuance of duplicate Certificate/Mark Sheet/Admit Card at Secondary and Higher Secondary level.	School Education Department
5	Documents required to be submitted with the application by candidates for competitive recruitment examination of teaching and non-teaching staff of schools conducted by West Bengal School Service Commission/West Bengal Board of Primary Education/District Primary School Council.	School Education Department
6	Documents required for Educational Qualification, Birth Certificate, Death Certificate, Residential Proof and Identity proof at the time of appointment to the office of K.I.T	Urban Development Department
7	Documents required during transfer of Property, Land, Flat etc. of K.I.T e.g Identity Proof, Residential Proof, Death Certificate, Legal Heir Certificate, Succession Certificate	Urban Development Department
8	Documents required to be submitted with the application for jobs /engagement of workers /helpers in Anganwari Centres	Department of Women and Child Development& Social Welfare
9	Proof of address for application for new registration	Transport Department
10	Proof of address for application for change of address	Transport Department
11	Proof of address for application for Driving Licence	Transport Department

12	Copy of Pan Card (while applying for registration and transfer of ownership)	Transport Department
13	Copy of Trade Licence (while applying for trade certificates)	Transport Department
14	Copy of I T clearance certificate ( while applying for trade certificates)	Transport Department
15	Copies of Title deed, Site Plan, Sanctioned building Plan, along with Form-A under WB Apartment Ownership Act, 1972	Housing department
16	Copies of Title deed along with Form-C under WB Apartment Ownership Act, 1972	Housing department
17	Copy of document on Ownership of the land for permission for timber-harvesting in non-forest areas.	Forest Department
18	Documents to be submitted with the application for issuance of Birth Certificate	Municipal Affairs Department
19	Documents to be submitted with the application for issuance of Death Certificate	Municipal Affairs Department
20	Documents to be submitted with the application for issuance of Cremation Certificate at Burning Ghat	Municipal Affairs Department
21	Documents to be submitted with the application for issuance of Trade Licence	Municipal Affairs Department
22	Documents to be submitted with the application for correction of records for Birth and Death	Municipal Affairs Department

ANNEXURE-II

LIST OF ACTIVITIES FOR WHICH SELF-DECLARATION IS ALLOWED  
DISPENSING WITH THE REQUIREMENT OF AFFIDAVIT

Sl.No.	Name of Services	Name of the Department
1	Issuance of duplicate Certificate/Marksheet/Admit Card at Secondary/Higher Secondary level.	School Education Department
2	Submission on information regarding family income in case of Scholarship Schemes.	Minority Affairs & Madrasha Education Department
3	Submission of application praying for becoming a member of Apartment Owner's Association or a registered Institutional Body or Co-Operative Housing Society.	Urban Development Department
4	Submission of information on income to categorise the intending allottees of Apartments/Flats under HIG/MIG/LIG categories for KMDA & WBHB	Urban Development Department
5	Submission of information on possession of land , flat etc within Kolkata Metropolitan Area.	Urban Development Department
6	Notarised affidavit submitted to GM, DIC by the applicant for incentive.	Micro, Small, and Medium Enterprises & Textiles Department
7	Agreement bond submitted to GM, DIC by the applicant for disbursement of incentive under WBIS 2013.	Micro, Small, and Medium Enterprises & Textiles Department
8	Certificate from Bank /Financial Institution submitted to GM ,DIC by the applicant for interest subsidy on term loan , provided online bank Statement / Certificate are available	Micro, Small, and Medium Enterprises & Textiles Department
9	Certificate of the Chartered Accountant submitted to GM, DIC by the applicant for capital investment subsidy	Micro, Small, and Medium Enterprises & Textiles DEpartment
10	Notarised Affidavit in respect of SL.No.s 13 and 14 of Annexure-A of the application form for recognition as approved Tour Operator / Travel Agent	Tourism Department
11	Receiving documents from different organizations, clubs etc. while granting financial assistance to them.	Sports Department
12	Receiving applications from meritorious sports persons for inclusion of their names in the exempted category of 100 Point Roster of appointment.	Sports Department

13	Affidavit filed before an Executive Magistrate/ Judicial Magistrate for becoming member of Housing Co-operative societies	Co- operation Department
14	Granting N.O.C to the Complex Project.	Fire & Emergency Services
15	Granting permission for erection of temporary structures of large size	Do
16.	Affidavits in support of legal heirship in prayers for transfer of lease rights in respect of flats, plots of land.	Housing Department
17	Affidavits in support of eligibility criterion of not having any WBHB flat in earlier occasion	Housing Department
18	Application for duplicate registration certificate, tax token, driving licence and permit.	Housing Department
19	Application for Input Distribution scheme for Fishermen and farmers	Sunderban Affairs Department
20	Permission for conversion of wheat into Atta by Flour Mill/ Chakki Mill	Food & Supplies Department

### ANNEXURE-III

#### LIST OF ACTIVITIES FOR WHICH SELF-ATTESTATION/ SELF DECLARATION IS ALLOWED DISPENSING WITH ATTESTATION BY GAZETTED OFFICERS / REQUIREMENT OF AFFIDAVIT

Sl. No.	Name of Services	Name of the Department
1	Documents required for Refundable advance/Non Refundable advance/Final withdrawal from GPF	Finance Department
2	a) Documents relating to Legal heir(s) in case of family pension/Group Insurance/Death Gratuity / Leave encashment due to death of the employee in case nomination has not been done. b) Non-marriage certificate/Non-employment certificate for grant of family pension due to death of the employee.	Finance Department
3	a) Life Certificate for pensioners/Family pensioners to be submitted before Pension Disbursing Authority/Branch Manager of pension disbursing Bank. b) Certificate/Bond for drawal of pension arrears.	Finance Department
4	Documents required in case of loss of original vouchers in connection with reimbursement of admissible medical expenses.	Finance Department
5	Appointment on Compassionate ground: a) Information regarding monthly income from moveable/immoveable properties of the dependants. b) No-objection Certificate by other eligible dependants for appointment of one dependant. c) Undertaking by the applicant dependant as to maintenance of other family members.	Finance Department

Sd/-

(H.K.Dwivedi)

Principal Secretary, Finance Department.



**ANNEXURE-IV**

**Self-Declaration Format**

**Space for Photograph**

I....., Son / Daughter of Shri .....age.....years,  
resident of .....in the District of ....., West Bengal,  
do 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 at any point of time, I  
will have to face punishment as per any provision of Law for the time being in force as well  
as the benefit availed of by me or the benefit accrued to me shall be summarily cancelled.

Date:

Signature of the Applicant:

Place :