



**VISVA-BHARATI  
SANTINIKETAN  
NOTIFICATION**

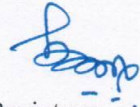
**Sub : Abolition of Affidavits and promotion of Self Certification**

The undersigned is directed to convey the guidelines for abolition of Affidavits and promotion of Self Certification as communicated by the Deputy Secretary to the Govt. of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi vide his letter F. No.19-16/2014-Desk U (pt) dated 10.08.2015. A copy of the said guidelines is enclosed herewith for information and implementation of the same in the University.

This may please be brought to the notice of all concerned for compliance.

Enclose : as stated

No.REG/Notify/156/187  
Date : 14.08.2015

  
Registrar  
Visva-Bharati

**Copy to :**

1. Pro-Vice Chancellor/All Provosts/Directors/Principals of all Bhavanas/Vibhagas
2. Heads of all Departments/Centres/Schools
3. Dean of Students Welfare
4. Proctor
5. Finance Officer
6. Chief Medical Officer
7. All Joint Registrars/Deputy Registrars/Assistant Registrars
8. Chief Security Officer
9. University Engineer
10. C.S. to the Vice-Chancellor
11. Estate Officer
12. Assistant Registrar, Office of the Pro-Vice Chancellor
13. Section Officer, Meetings
14. P.A. to the Registrar
15. University Webmaster – To upload it in the University Website.

UH20150814

F.No.19-16/2014-Desk U(pt)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

New Delhi dated the 10<sup>th</sup> August, 2015.

To  
The Vice Chancellors of all Central Universities

**Subject: -Abolition of affidavits and promotion of Self Certification.**

Sir/Madam,

Please refer to this Department letter of even No. dated 13.8.2014 on the above subject whereby it was requested to complete the process of abolition of affidavits and adoption of self certification.

2. It is further added that the Second Administrative Commission in its 12<sup>th</sup> Report titled "Citizen Centric Administration –The Heart of Governance" has recommended abolition of affidavits and adoption of self certification. Some Ministries/State Governments have already adopted the provision of self -certification of documents like mark-sheet, birth certificate etc., by applicants instead of asking for attested copy of the documents by a Gazetted Officer or filing of affidavits.

3. Mostly, the Educational Institutions call for copies of documents like mark-sheet, birth certificate etc. duly attested by Notary/Executive Magistrate or a Gazetted Officer and affidavits by applicants/guardians for certificates like residence/domicile/ etc. Asking for affidavits and attested copies of the documents by third party leads to unnecessary harassment, incurring of needless expenditure and waste of time. Sometimes this may lead to unnecessary delay or even expiry of last date as the candidates have to apply for many streams in many Institutions. However, in most of the cases, copies are required only for checking the eligibility for admission in educational institutions and in any case, the original documents are checked again finally for the shortlisted candidates.

4. By switching over to the new and citizen-friendly approach of adoption of self-attestation and abolition of affidavits, the Central Universities can play a lead role in this regard. Accordingly, all Central Universities should accept the self-attested copies from the applicants for admission and the original certificates should be called only from the finally selected candidates. Similarly, the Central Universities should not ask for any affidavit from the applicants except in those cases where affidavits are required under the law. The formats of applications form should be revised properly before seeking applications for admission by the applicants. Besides change over to the new system,

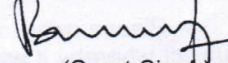
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they should also display on their websites and reflect in their prospectus, the list of affidavits which have since been substituted by self-declaration. Similarly, for providing employment, the Universities should also accept the self-attested copies from the applicants and original certificates should be called only from the finally selected candidates.

5. It is requested to furnish compliance report in this regard at the earliest.

Yours faithfully,



(Surat Singh)

Deputy Secretary to the Government of India  
Phone-23381695

Copy for information and necessary action to all Officers in CU Bureau.

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