



Government of Odisha  
Home Department

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10 JAN 2017

**RESOLUTION**

Urgent  
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No. 46553 / COOD - MISC - 0011 - 2016 Dated 21.12.2016

**Sub: Initiative of Governance Reforms - Introduction of Self Certification/Attestation.**

The recommendations made by the Second Administrative Reforms Commission in its 12<sup>th</sup> report titled 'Citizen Centric Administration - The Heart of Governance' to Government of India, for adoption of self-certification of documents like educational certificates, mark sheets, birth certificate etc. without being attested by Gazetted Officer were under consideration of Government for quite some time.

After careful consideration, Government have been pleased to decide that Home Department while dealing with public services in pursuance to Notification No. 8826-GAD-AR-DRF-0181-2012/AR dated 30-03-2013 issued by General Administration (AR) Department in the matter of:

**Name of Public Service**

- (i) Disposal of application for registration of foreigners
- (ii) Disposal of applications for extension of residential permit of foreigners
- (iii) Supply of copy of FIR to the complainant
- (iv) Disposal of application for the use of loudspeakers (for Commissionerate Police area of Bhubaneswar and Cuttack)
- (v) Disposal of application for NOC for fairs / mela / exhibition etc (for Commissionerate Police area of Bhubaneswar and Cuttack)
- (vi) Disposal of application for final form for road accident / stolen vehicles/ theft cases
- (vii) Supply of copy of fire report
- (viii) Supply of copy of fire certificate of fire incident without insurance
- (ix) Supply of copy of fire certificate for fire incident in insured premises (below 10 lakhs)
- (x) Supply of copy of fire certificate for fire incident with damage of property worth more than 10 lakhs (irrespective of insurance)
- (xi) Disposal of application for fire safety NOC for factories/ industries / storage / godowns / explosive premises
- (xii) Disposal of application for fire safety NOC for non-high rise building

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- (xiii) Disposal of application for fire safety NOC for high rise building (above 15 metres of height)

submission of attested copies of the documents shall be done away with and only self-certified / self- attested documents shall be submitted at the initial stage with an undertaking and declaration that the self-attested / self-certified papers submitted are genuine and authentic .

Moreover an applicant has to furnish an undertaking / declaration in the application form invited by Home Department for various posts through advertisements, stating that the facts stated in the application form are true and correct to the best of his knowledge and belief and the self-attested / self-certified documents are genuine and authentic. In case, at a later stage it is found / detected that the self-attested / self-certified documents are forged / false / fabricated / fraudulently prepared the applicant shall be criminally liable as per law.

**List of documents (Waiver of affidavit)**

- (1) Birth Certificate
- (2) Medical Certificate
- (3) Driving License
- (4) No obligation to return to India (NORI) Certificate
- (5) No Objection Certificate
- (6) Pension Payment Order
- (7) Discharge Book / Certificate
- (8) Identity Card
- (9) Matriculation Certificate (School / College leaving Certificate)
- (10) College Registration Certificate
- (11) College Rank Card
- (12) Death Certificate
- (13) AGI Certificate
- (14) Income Certificate
- (15) Gun License
- (16) Legal Heir Certificate
- (17) Character Certificate
- (18) Occupancy Certificate
- (19) Fire Safety Certificate
- (20) Passport
- (21) Caste Certificate
- (22) Residential / Nativity Certificate
- (23) Succession Certificate
- (24) Photo Identity Card
- (25) Disability Certificate
- (26) Passport Size Photograph
- (27) Police Clearance Certificate

