

Backward Classes Welfare Department  
Administrative Buildings  
DJ-4, Bidhannagar, Sector-II, Kolkata- 700 091  
Website: www.anagrasarkalyan.gov.in/www.bcwdwb.gov.in

4286(454)  
No. - BCW/ 6M-47/10

Date: -10.12.2014

From : Atonu Chatterjee  
Joint Commissioner, Reservation &  
Ex-Officio Joint Secretary  
Backward Classes Welfare Department

To: 1) District Magistrate\_\_\_\_\_ (all)  
2) MD WBSCSTDFC, WBBCDFC  
5) SDO\_\_\_\_\_ (all)  
6) BDO\_\_\_\_\_ (all)

Sub: Doing away with Attestation and Affidavit-thereof.  
Ref- 1275/PAR (AR)/O/3M-23/2014 dated 13/11/2014 issued by P&AR  
Department. (copy enclosed)

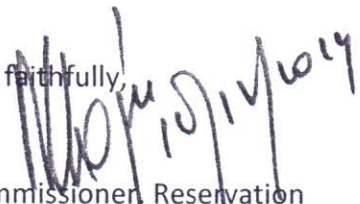
Sir,

I am directed to refer to the order of the P&AR Department as mentioned above and this is to intimate that in regard to all issues and works related to BCW Department, this department will accept self-attested documents save and except the following -

- 1) Attested photocopies/copies, by Group A/B officers, will be mandatory for proving the permanent residential status of applicants seeking SC/ST and OBC certificates.
- 2) Similarly copies/photocopies of documents relating to determination of Creamy Layer status of an applicant for OBC certificate needs to be attested by Gr-A/B officers.

Encl-as stated

Yours faithfully,

  
Joint Commissioner, Reservation  
& Ex-Officio Joint Secretary

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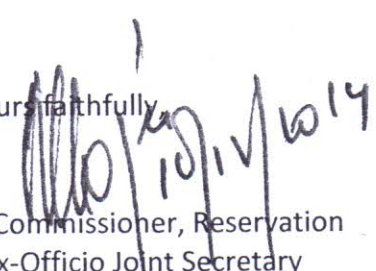
Sir,

I am directed to refer to the order of the P&AR Department as mentioned above and this is to intimate that in regard to all issues and works related to Tribal Development Department, this department will accept self-attested documents save and except the following -

1) Attested photocopies/copies, by Group A/B officers, will be mandatory for proving the permanent residential status of applicants seeking ST certificate.

*Encl-as stated*

Yours faithfully,

  
Joint Commissioner, Reservation  
& Ex-Officio Joint Secretary

201/L-12395  
21/11/14

S.O  
21/11/14



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

Handwritten signature  
24/11/2014

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.



**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.

