

Government of Rajasthan  
Administrative Reforms (Gr.-1) Department

F.15 (1)/ AR/Gr-I/2014

1. All Addl. Chief Secretaries/Pr. Secretaries/Secretaries
2. All Divisional Commissioners
3. All District Collectors
4. All Heads of Departments

--Circular--

कार्यालय महानिरीक्षक पंजाब एवं मद्रास विभाग  
सामाजिक प्रगति, कमांक 1984 दिनांक 24 November, 2014 2-12-14  
शाखा जिसमें पत्र देना है।  
स्था/सतर्कता/जांच/विधि/जन/लेखा/स्टाम्प/निरीक्षण/  
सांख्यिकी/कम्प्यूटर/रोकड़/बिल/स्टोर/ए.सी.आर./मू.अ.  
इस्तावर कार्यालय  
2-12-14  
महानिरीक्षक/अति. महानिरीक्षक/विशेष सलाहकार

Subject: - Abolition of system of submitting affidavits and introduction of self attestation/declaration system.

It has been observed by the State Government that asking for attested documents and affidavits from the candidates seeking admission in educational institutions, seeking employment in government departments and organizations and seeking certain services/benefits under various schemes, consumes lot of time and energy of the candidates and therefore there is a need for simplification of procedure for verification of documents and statements submitted by the candidates to various Government Departments /Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions.

Accordingly, following revised mechanism in relation to attestation of documents and submission of affidavits is being put in force in the State of Rajasthan, with effect from 1<sup>st</sup> January 2015.

All concerned officers/authorities are directed to act in accordance with the revised procedure, within the prescribed time frame.

**Attestation of documents**

1. The applicants, while submitting documents for admission in educational institutions, for seeking services in Government Departments/Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions and for seeking employment in Government of Rajasthan/Local Bodies/ Panchayati Raj Institutions/Boards/ Corporations/ Public Sector Undertakings/Institutions shall be permitted to submit self attested copies of documents that are required to be attached/appended to the original applications.

2. Directions shall be issued by Additional Chief Secretary/Principal Secretary/Secretary, Education Department to all educational institutions located in the State for accepting self attested copies of documents from the applicants and/or guardians of the students at the time of submission of applications for admission. Original certificates/documents shall be called only from finally admitted candidates to carry out due verification of documents submitted with the application.
3. The Addl. Chief Secretaries/Principal Secretaries/Secretaries of the departments of education, higher education, technical education and medical education and sanskrit education shall also ensure that the application forms for admission to educational institutions are revised accordingly before commencing the procedure for admissions during the academic session 2015-2016.
4. Chairman, RPSC, Chairman, Subordinate Services Selection Board and Additional Chief Secretaries/ Principal Secretaries/ Secretaries/ Heads of Departments shall also take appropriate steps to ensure implementation of the decision taken by the Government in this regard for all fresh recruitments.

#### Submission of affidavits

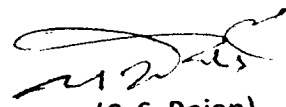
1. No Government Departments/Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions shall ask for affidavits from the applicants seeking admission in educational institutions/services under various Government schemes and programmes/employment except for those cases where affidavits are required as per statutory provisions or existing law.
2. All Government Departments/Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions shall accept self declaration in place of affidavit from the applicants. Standard format for self declaration (**Annexure-1**) shall suitably be included in various application forms being used in various organizations. A photograph of the person making the declaration, shall necessarily be affixed/pasted on the declaration itself.
3. All departments/organizations shall display on their websites and notice boards etc. a list of affidavits which shall be substituted by self declaration and also a list of subject matters/activity areas where affidavit system shall continue due to statutory/legal compulsions.



All Government departments/organizations shall put circulars/directions issued in this regard on their departmental websites and shall give wide publicity to the revised mechanism.


Concerned authorities of Government Departments/Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions shall ensure that the provisions of the new mechanism are properly disseminated up to Gram Panchayat level through Gram Panchayats /Sampark Kendras/e-mitras/Common service centers etc. prominently. While doing so, due attention may also be drawn to the relevant provisions of the Indian Penal Code for willfully filing wrong declaration (**Annexure-2**).

Encl: As above

  
(C. S. Rajan)  
Chief Secretary

Copy forwarded to the following for information and necessary action:-

1. Secretary/Special Secretary to Hon'ble Chief Minister
2. Spl. Assistants/Private Secretaries to Hon'ble Ministers/State Ministers
3. Sr. Deputy Secretary to Chief Secretary
4. Secretary, Rajasthan Public Service Commission, Ajmer
5. Secretary, Subordinate Service Selection Board, Jaipur
6. All Chief Executive Officers of Zila Parishads/PSUs/Boards/Corporations

  
(Rakesh Verma)  
Addl. Chief Secretary

Annexure-1

Self-declaration for getting admission in the educational institutions in the State of Rajasthan, for seeking services from Government Departments/Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions, and for seeking employment in Government of Rajasthan/Local Bodies/Panchayati Raj Institutions/Boards/Corporations/Public Sector Undertakings/Institutions.

The written declaration as given hereunder will be included at the end of the application form for getting admission, seeking the services, employment:

I \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ Age \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ District \_\_\_\_\_ Rajasthan, 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, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.



Relevant provisions of the Indian Penal Code that relate to willfully filing wrong declaration etc.:

**Section 177. Furnishing false information**

Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with simple imprisonment for a term that may extend to six months, or with fine that may extend to one thousand rupees, or with both;

Or, if the information that he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment of either description for a term that may extend to two years, or with fine, or with both.

**Section 193. Punishment for false evidence**

Whoever intentionally gives false evidence in any stage of a judicial proceeding, or fabricates false evidence for the purpose of being used in any stage of a judicial proceeding, shall be punished with imprisonment of either description for a term that may extend to seven years, and shall also be liable to fine;

and whoever intentionally gives or fabricates false evidence in any other case, shall be punished with imprisonment of either description for a term that may extend to three years, and shall also be liable to fine.

**Section 197. Issuing or signing false certificate**

Whoever issues or signs any certificate required by law to be given or signed, or relating to any fact of which such certificate is by law admissible in evidence, knowing or believing that such certificate is false in any material point, shall be punished in the same manner as if he gave false evidence.

**Section 198. Using as true a certificate known to be false**

Whoever corruptly uses or attempts to use any such certificate as a true certificate, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

**Section 199. False statement made in declaration which is by law receivable as evidence**

Whoever, in any declaration made or subscribed by him, which is bound or authorized by law to receive as evidence of any fact, makes any statement that 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 to 200.