



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
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No. C-19011/1/2014 (O&M)

Dated: 21<sup>st</sup> Nov., 2014

Office Order

**Subject:- Abolition of affidavits and promotion of self-certification.**

As per recommendations of the Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms, PG & Pension vide its D.O. No. K.-11022/67/2012-AR dated 2<sup>nd</sup> July 2014 received vide O.M. No. A-46020/9/2014-Coord. Dated 15<sup>th</sup> July, 2014 of Ministry of Urban Development, the Department of Publication has adopted the following simplifying procedures by abolishing the requirement of affidavits and promotion of the Self Certifications:-

1. In order to make the system citizen friendly, the Department has adopted the provision of self-certification of documents like mark-sheets, birth certificate, ID proof and photographs etc. by the applicants instead of attested copies of the documents by the Gazetted Officer.
2. As per existing guidelines the affidavits are required for publication of advertisement for change of name/religion etc. and Notices by the Private Bodies/Individuals in the Gazette of India. Now the requirement of the affidavit for the purposes has been abolished and an undertaking will be taken from the applicant on a plain paper duly typed and signed showing therein full details of his/her particulars in place of affidavits.
3. The existing formats which are in vogue in the Department and which are required to be filled by individuals for availing services provided by this Department viz. format for change of name, (Major & Minor), change of religion, change of sex, public notice, guidelines regarding adoption of child etc. have been simplified. The information now would be obtained in the revised/simplified formats.
4. It has also been decided to incorporate the following points:
  - i) Requirement of Soft Copy (CD in MS Word) in conformity with the matter contained in the hard copy for publication.
  - ii) Self attested photograph in place of attested by Gazetted Officer.
  - iii) The Public Dealing hours are 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM on each working day in respect of Public Dealing in Advertisement Section.