MEMORANDUM

Subject: Facility to accept documents in self attestation mode for set of select services.

In order to simplify the procedure and to make the administrative functioning more citizen centric, adoption of the system of ‘self-attestation’ in lieu of ‘attestation by gazetted officers and others’ has been under consideration of the State Government for some time.

2] After careful consideration of the matter, the State Government has decided to adopt ‘self-attestation’ in lieu of ‘attestation by gazetted officers’ for the list of services as given in the enclosure.

3] To operationalize the system of ‘self attestation’, the concerned Departments would issue administrative orders indicating the list of service (as per enclosure). The order should also cover the details of forms/formats as required for submission of application for a given facility/service which will be accepted in self attestation mode. The Departments would also give wide publicity to the revised (simplified) procedure so that people in general are able to take the benefit of the simplified system.

4] While issuing aforesaid orders, the Departments should also clarify that in case any applicant submits forms/documents as per previous practice, the same shall also be accepted till further order.

Enclosure: 1. List of services.
2. Self-Declaration Format.

To
1. The Secretary to the Governor, Raj Bhavan, Agartala
2. The Principal Secretaries/ Secretaries/ Addl. Secretaries, Govt of Tripura
3. All Departments, Government of Tripura
4. The DM & Collector, West Tripura/ Khowai/ Dhalai/ North Tripura/ Unakoti/ Gomati/ South Tripura/ Sepahijala Districts
5. The Chairman, Tripura Public Service Commission/ Tripura Board of Secondary Education.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Department</th>
<th>Documents which could be submitted in self attestation mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Directorate of Higher Education</td>
<td>Necessary documents required for admission.</td>
</tr>
</tbody>
</table>
| 2      | Urban Development Department  | Documents required for issuing following certificates-  
 i) Birth Certificate  
 ii) Death Certificate  
 iii) Correction of Birth/Death certificate  
 iv) Trade Licence  
 v) Cremation Certificate from burning ghat |
| 3      | Forest Department             | Except for Parcha, all other documents for getting timber harvesting licence and other licences/ certificates.            |
| 4      | Revenue Department            | Documents required for issuing following certificates-  
 i) Transfer of property, land  
 ii) Resident proof certificate (PRTC)  
 iii) Legal Heir certificate  
 iv) Survival Certificate |
| 5      | Transport Department          | Documents required for issuing following certificates-  
 i) New Registration  
 ii) Change of address in registration  
 iii) Driving licence  
 iv) Transfer of ownership of vehicles |
| 6      | School Education Department   | i) Documents required for admission of student in Primary, Secondary and Higher Secondary level.  
 iii) Documents required for correction of certificate/marksheet/admit card at Secondary and Higher Secondary level.  
 iv) Documents required for issuance of duplicate certificate/marksheet/admit card at Secondary and Higher Secondary level. |
Self - Declaration Form

I ..........................................................................................................................................................

Son/Daughter of Shri ..........................................................................................................................., age
................................................................................................................................. years resident of ..........................................................................................................................

in the District of ....................................................................................................................., Tripura do hereby declare

that the information given by me in the enclosed documents (as per list below) 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 at any point of time, I will be liable to face punishment as per any

provision of Law for the time being in force as well as the benefit availed of by me or

the benefit accrued to me shall be summarily cancelled.

List of Documents in respect of which this declaration is made is as below:-

(i) ...........................................................................................................................................

(ii) ...........................................................................................................................................

(iii) ...........................................................................................................................................

Date :

Signature of the Applicant

Place:
To,
The Principal Secretary,
School Edn, Govt of Tripura

Principal Secretary,
Urban Development Department,
Govt of Tripura

The PCCF,
Govt of Tripura

The Secretary,
Transport Department, Govt of Tripura

The Secretary,
Higher Education,
Govt of Tripura

The Secretary, Revenue Department,
Govt of Tripura

Subject: Launching of Self Attestation for select services: Issue of Notification by the concerned Department.

Sir,

Please refer to the decision communicated vide Memorandum No.F.13(15)-GA(AR)/11/1910 dated 24th September, 2015 (copy enclosed) regarding commencement of Self Attestation in lieu of attestation by Gazetted Officers.

2) In this reference, a meeting was held with all Departments so that the matter could be taken forward. In the said meeting, it was felt that instead of each Department issuing separate instructions, a common notification may be issued by GA(AR) Department. This was for the purpose of expediting action on the matter. Accordingly, all the Departments were requested to send required information.

4) Responses have been received from some Departments. After examining these responses, the following observations are made:

i) Exact content of the notification has not been given by the Departments, as such the information is not complete;

ii) The amount of information which would require, for covering services of each Department, would be quite vast and unwieldy. Therefore, it would not be feasible to deal with all Deptts in a single notification;

iii) In consonance with decision communicated vide Memorandum No.F.13(15)-GA(AR)/11/1910 dated 24th September, 2015, the Deptt concerned has to take further steps;

iv) Notification of each Department will also have legal standing.
5] It is, therefore, requested that each Department (covered under the self attestation mode) should issue notification in terms of the decision communicated vide aforesaid Memorandum dated 24th September, 2015 of GA(AR) Department. Adequate publicity may also be given to the notification. Further, intensive efforts may be made to adequately cover rural/ far flung/ tribal areas.

6] In order to facilitate the Departments to carry out this exercise expeditiously, a Template of the Notification is being enclosed. This may be suitably modified depending upon the need of each Deptt. While issuing notification, the Department concerned should mention only those services which are reflected in the aforesaid Memorandum dated 24/9/2015 of GA (AR) Deptt. Further, before issuing notification, the Department concerned may also obtain vetting of Law Department.

7] Action taken report may be furnished at the earliest.

Enclosures:
2. Template of Notification along with self attestation form

Copy (along with enclosures) to:
1) Director, School Edn, Govt of Tripura
2) Director, Urban Development Department, Govt of Tripura
3) Director, Higher Edn, Govt of Tripura
4) Director, Panchayat, Govt of Tripura
5) Dy. Chief Conservator Forest (HQ), Aranya Bhawan, Agartala
6) AM, Secretary, Transport, Govt of Tripura
7) Under Secretary, Revenue Dept, Govt of Tripura

Copy (along with enclosures) also to:
1. Secretary, Law, Govt of Tripura

Yours faithfully,

(Y. Kumar)
Secretary to the
Government of Tripura