

Government of Nagaland
Personnel and Administrative Reforms Department
(Administrative Reforms Branch)

No. AR-3/GEN-277/2014

Dated, Kohima, the 16th September, 2014

OFFICE MEMORANDUM

Sub:- Self Certification of documents like marksheet, birth certificate etc by the applicants.

The Second Administrative Reforms Commission of the Government of India recommended adoption of self-certification provision for simplifying procedures for production of documents like birth certificates, marksheets etc. In pursuance of this recommendation, the Government of India has adopted the system of self-certification of documents like marksheet, birth certificate etc by the applicants instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

2. Therefore, considering the citizen friendly method of self certification, it has been decided by the Government of Nagaland that all the Departments, Educational Institutions should accept self certification of only the Marksheets, Birth Certificates, Scheduled Tribe/Scheduled Caste Certificates, Indigenous Inhabitant Certificates which do not require any affidavit or certification by the notary public/magistrates shall be permitted. Further, the minors under the law shall not be allowed to certify. The respective parents/legal guardians may certify.
3. All self certifications will accompany with the self declaration and the penalty for false statements/certificates which is enclosed.
4. The concerned Department/Head of Office/Head of Department/Head of Institute shall however be vested with the responsibility of ascertaining the genuineness of the certificates.

Sd/- BANUO Z. JAMIR
Chief Secretary to the Government of Nagaland.