

Government of West Bengal  
School Education Department  
Administrative Branch  
Bikash Bhavan, Salt Lake, Kolkata-700 091

No.231-JS /ES/Adm/10M-77/2014

Dated, the 26<sup>th</sup> November, 2014

**O R D E R**

The adoption of "Self-attestation" in lieu of "Attestation by gazetted officers and others" and adoption of "Self-declaration" in lieu of "Affidavit" had been under consideration of the Government in School Education Department for some time past.

Now after careful consideration of the matter and in pursuance of the order of P&AR Department, Govt. of West Bengal, vide. No.1275/PAR(AR)/O/3M-23/2014, dated 13.11.2014, the Governor is pleased to order adoption of "Self-attestation" and "Self-declaration" in different activities of this department as listed below with effect from **1<sup>st</sup> December, 2014** in the following manner:

**A. Relating to replacement of Attestation by Gazetted officers and others:**

List of activities for which **Self-attestation** is allowed dispensing with Attestation by gazetted officers and others

1. Documents required for admission of students in Primary, Secondary and Higher Secondary level
2. Documents required for Migration Certificate in Secondary and Higher Secondary level
3. Documents required for correction of Certificate/Mark Sheet/Admit Card at Secondary and Higher Secondary level
4. Documents required to be submitted with the application by candidates for competitive recruitment examinations of teaching and non teaching staff of Schools conducted by West Bengal School Service Commission/West Bengal Board of Primary Education/District Primary School Council.

Candidates should put his/her full signature with date under the words "self-attested" on each of the pages of the documents submitted by them.

However authority concerned may call for original documents any time for verification.

**B. List of activities for which Self-declaration is allowed dispensing with the requirement of Affidavit:**

1. Issue of duplicate Certificate/Mark sheet/Admit card at Secondary and Higher Secondary level
2. Issue of duplicate Mark sheet/Admit card at Secondary and Higher Secondary level

Format of Self-declaration is given in **Annexure-I** which will be duly filled in, signed and submitted by the candidates in lieu of Affidavit where required.

By order of the Governor,

Sd/-  
(Arnab Roy)  
Secretary to the Govt. of West Bengal




No.231/1(20)-JS /ES/Adm/10M-77/2014

Dated, the 26<sup>th</sup> November, 2014

Copy forwarded for information, necessary action and communication to all concerned and all schools through the concerned DIs to:-

1. The Chief Secretary, West Bengal, for kind information.
2. The Principal Secretary, P&AR Department, GoWB, Nabanna, 325, S.C.Road, Howrah-711102.
3. The Under Secretary, GoWB, Nabanna, 325, S.C.Road, Howrah-711102.
4. The President/Administrator/Secretary, WBBSE
5. The President/Secretary, WBBCHSE
6. The President/Secretary, WBBPE
7. The Chairman/Secretary, West Bengal Central School Service Commission
8. The Commissioner of School Education, W.B.
9. The State Project director, PBSSM
10. The Director, SCERT
11. The Special Secretary, SED/The Joint Secretary, Secondary/PM&PI/Administrative/Accounts Branch, SED.
12. The District Magistrate, \_\_\_\_\_
13. The District Inspector of Schools(SE)/(PE)/(Academic) \_\_\_\_\_
14. The Chairman, District Primary School Council \_\_\_\_\_
15. The Chairman, Darjeeling (Hill area) District School Board, P. O. & Dist. Darjeeling, Pin Code - 734101.
16. The Principal Secretary, Gorkhaland Territorial Administration, Darjeeling, P. O. & Dist. Darjeeling, Pin Code -734101.
17. All Schools(through the concerned DI of Schools) \_\_\_\_\_ School
18. OSD to the Hon'ble MIC, School Education Department.
19. Sr. PS to Pr. Secretary, School Education Department.
20. Guard file

  
Joint Secretary  
To the Govt. of West Bengal

**ANNEXURE-I**

Date: 10th November 2014

**Self-Declaration Format**

The subject of "Self-Declaration" in lieu of "Affidavit" by gazetted officers and others and adoption of "Self-Declaration" in lieu of "Affidavit" had been under consideration in the Government of School Education Department for some time past.

**Space for Photograph**

Now after careful consideration of the matter and in pursuance of the order of the Government, West Bengal, No. 12000/ED/2014, dated 13.11.2014, the Government is pleased to order adoption of "Self-Declaration" and "Self-declaration" in different categories of this department as indicated with effect from 1st December, 2014 in the following manner:

A. Relating to requirement of Affidavit by Gazetted officers and others:

I....., Son / Daughter of Shri .....age.....years,  
resident of .....in the District of ....., West Bengal,

do 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 at any point of time, I will have 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.

Date:

Signature of the Applicant:

Place :

By order of the Government,  
(Small Seal)  
Secretary to the Govt. of West Bengal