

**PONDICHERY UNIVERSITY**  
**(A Central University)**



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**Raajiv Yaduvanshi, IAS**  
**REGISTRAR**

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**PU/REGR/AR(PCR)/2014/**

**10.10.2014**

**Policy Circular - 91**

**Sub: Replacement Of Affidavit With Self Certified Documents - Reg.**

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It is hereby informed that on the recommendation of the second Administrative Reforms Commission and with a view to avoid waste of time, effort and money on the part of the citizens, the Ministry of Human Resource Development has communicated vide letter dt. 13.08.2014 that self-certification of documents like Mark Sheet, Birth Certificate etc., may be accepted from the applicants/stakeholders, instead of asking for attested-copy of the documents by a Gazetted Officer or filing of Affidavit. The original documents could be produced at the final stage.

The self-certified documents with the same content as in the affidavit shall be taken instead. A model proforma is enclosed. Such self-certification will have the same legal force as in case of affidavit.

The self-attestation method may be followed wherever possible in various applications, except where affidavit is required as per statute, after identifying and taking approval for the same.

The process in above regard may be initiated and compliance report sent to the undersigned early.

**/BY ORDER/**

**REGISTRAR**

**Encl: as above**

**Copy to:**

1. All Directors
2. All Deans/HODs/Centre Heads/Course Coordinator/Sections of the University.

## DECLARATION

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
Year \_\_\_\_\_, resident of \_\_\_\_\_ District, UT of \_\_\_\_\_  
hereby declare that the above information 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per the law and that the benefits availed by me shall be summarily withdrawn"

This is to certify that I have read and understood the provisions of Section 199 and 200  
of the Indian Penal Code which state as follows:-

**Section 199. False statement made in declaration which is by law receivable as evidence:-** *Whoever, in any declaration made or subscribed by him, which declaration any Court of justice, or any Public Servant or other person, is bound or authorized by law to receive as evidence of any fact, makes any statement which 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 and 200.*

Place:

Date:

\_\_\_\_\_  
DEPONENT