

Hindustan Prefab Limited
(A Govt. of India Enterprise)
(Under Ministry of Housing & Urban Poverty Alleviation)
Jangpura, New Delhi – 110 014
(Corporate ID No.U-74899-DL1953-GOI-002220)



OFFICE ORDER NO. 218/2014

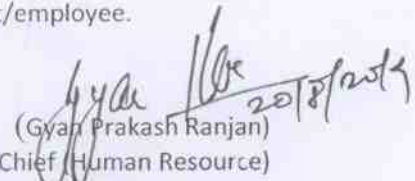
Sub: Abolition of affidavits and promotion of self-certification – reg.

In compliance to Ministry's letter No.O-17024/29/2013-AA (FTS-9108) dated 25th July, 2014 and DO letter No.K-11022/67/2012-AR dated 17.07.2014 of the Secretary, Department of Administrative Reforms & PG & Pensions and in order to implement the changed system, it has been decided by the competent authority to abolish the requirement of following documents for employment and affidavits/certificates for other purposes, which have been replaced by self-declaration/certification for different services:

1. Succession Certificate
2. Medical Reimbursement Certificate
3. NOC for Issue of Passport
4. Employment on Compassionate Ground
5. Certificate of Residence
6. Regarding Scheduled Caste Certificate
7. Regarding Backward Class Certificate
8. Certificate of Other Backward Class
9. Certificate of Agriculture Income
10. Regarding amendments in Birth Certificate
11. Regarding amendments in Death Certificate
12. Dependence certificate regarding Succession Certificate

A list of services for which affidavits/certificates are required is given on overleaf of this office order.

In future, HPL will accept the self-attested copies of documents with a recent passport size photograph and will not ask for affidavits indicated above from the applicants/employees except in those cases where affidavits are essentially required under the law. For making wrong declaration, stern action under the provisions of law will be initiated against the applicant/employee.


(Gyan Prakash Ranjan)
Chief (Human Resource)

Ref.No.HPL/ESF/2014/ 2029

20 August, 2014

Copy to:

1. All Heads of Deptts. { To bring in the notice of all employees working
2. All Regional Heads / Site Incharges { under them
3. All Notice Boards /
4. HPL's Website
5. General Manager (Engg.)-MS&P
6. Steno to Director (Technical) {
7. PS to CMD { For kind information please



Illustrative list of services for which affidavits/certificates are required

1.	New Arms Licence
2.	Late Renewal Arms Licence
3.	Addition of Weapon
4.	Entry/Deletion of Weapon
5.	Disposal of Death Case (Arms Licence)
6.	Admission in Colleges/Schools (Low Income)
7.	Unmarried Certificate
8.	Late Death Certificate (Current Year)
9.	Sale of Vehicles
10.	For Appointment Letter
11.	Complaint Cases
12.	Misc. (Court Cases / Central Govt.)

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