

CATEGORY-A: List of Affidavits that the department is willing to replace by Self declaration.

Name of Department along with Description of Services	Remarks
<p>I. <u>DIRECTORATE OF EDUCATION</u></p> <p>01. Affidavit regarding not being blacklisted & not providing false information in reference to various tenders of procurement, printing & distribution of books and other materials.</p> <p>02. Affidavit regarding acceptance of all the terms & conditions of tender documents.</p> <p>Three Affidavits (S.No. 3-5) from sports person during submission of application for Rajiv Gandhi State Sports Award to the effect that :</p> <p>03. He has not represented any other state or body in national level games;</p> <p>04. He has not received any similar award from any other state/UT and;</p> <p>05. He has not been found positive for use of any drugs banned by the international Olympic Committee in any laboratory by the IOC/IOA.</p> <p>06. Affidavits are also taken from the students at the time of admission in Patrachar Vidyalaya regarding Date of Birth & the fact that the child has previously studied in a recognized/Govt. Institution or privately.</p> <p>The following affidavits(S. No.7-10) are also obtained from private schools seeking recognition under the DSEAR, 1973 & RTE Act, 2009:-</p> <p>07. The society /Trust will run the school under the provisions of the DSEAR, 1973.</p> <p>08. That no Governing body members are in blood relation.</p> <p>09. That the members of the GB are not in Govt. Service and if they are then the NOC of the employer has been obtained.</p> <p>10. That the school shall abide by the provisions of the DSEAR, 1973 and the RTE Act, 2009 as well as the orders dated 04.05.1997 and 15.12.1999.</p> <p>11. At the time of initial appointment affidavit is obtained from the candidates regarding the authenticity of the certificates and documents submitted by the candidate.</p>	

<p>II. <u>O/o THE COMMISSIONER OF INDUSTRIES</u></p> <p>12. When intimation of amendment is filed after long delay by the partners under Indian Partnership Act, 1932.</p> <p>13. Under the scheme of promotion of handicrafts state award for handicraft artisan of Delhi.</p> <p>14. Relocation Scheme 1996 for allotment of alternate Industrial Plot.</p> <p>15. Filing of reference u/s18 of the MSMED Act 2006 before the micro, small Entrepreneurs facilitation Council for recovery of delayed payment.</p>	
<p>III. <u>DIRECTORATE OF SMALL SAVING & LOTTERIES</u></p> <p>16. Change of Name / Surname.</p> <p>17. Change of Address.</p>	
<p>IV. <u>DEPARTMENT OF TOURISM</u></p> <p>18. Affidavit regarding applicant is staying at the same premises along with his/her members of family with complete detail.</p> <p>19. Affidavit for abiding by guidelines with respect to Bed & Breakfast Establishment.</p>	
<p>V. <u>DEPARTMENT OF TRAINING & TECHNICAL EDUCATION AND UNDER CONTROL INSTITUTES THEREOF</u></p> <p>20. Minor variation in Candidate's name, Father's name and address etc. at the time of admission in institutes at any time thereafter.</p> <p>21. At the time of renewal of contract of sanitation and security services etc.</p> <p>22. For engagement of staff in CDTP (Community Development Through Polytechnics) Scheme.</p> <p>23. Regarding declaration of income of family and occupation for awarding of Scholarship to SC/ST/OBC students.</p> <p>24. Regarding declaration that the candidate will not participate in any kind of ragging activities in the institute.</p> <p>25. Employment on Compassionate Grounds.</p>	
<p>VI. <u>DEPARTMENT OF FOOD, SUPPLY & CONSUMER AFFAIRS</u></p> <p>26. Issue of Ration Card</p> <p>27. Addition/Deletion of name in Ration Card</p> <p>28. Issuance of duplicate Ration Card</p> <p>29. Change in Address</p>	

<p>30. In Surrendering the Ration Card. 31. Transfer of Card 32. Change of FPS. 33. Modification in Card</p>	
<p>VII. <u>TRANSPORT DEPARTMENT</u></p> <p>34. Issue of fresh state carriage permit (form PST.A) 35. Renewal of state carriage permit (PRA) 36. Permanent surrender of state carriage permit 37. Replacement of vehicles 38. Grant and renewal of contract carriage permits (PCA/PRA) 39. Grant and renewal of All India Tourist Permit (form 45/46) 40. Grant and renewal of local permits for goods vehicles (PGA & PRA) 41. Grant and renewal of national permits (46 & 48) 42. Transfer of permits 43. Transfer of permit in death case 44. Deposit of permits 45. Duplicate Registration Certificate without any change in address 46. Issuance of duplicate RC 47. Issuance of NOC for transfer of vehicle from Delhi to other state 48. Issuance of Regular Driving License 49. Renewal of Registration Certificate 50. Endorsement of Hypothecation 51. Termination of Hypothecation 52. Change of Address 53. Registration of Vehicles 54. Re-registration of Vehicles 55. Endorsement of change in Fuel 56. Transfer of ownership 57. Re-assignment of new registration mark on transfer of vehicle from other States 58. Grant of Learner's Driving License 59. Grant of Permanent License 60. Renewal of Driving License 61. Issue of Duplicate Driving License 62. International Driving Permit 63. Registration of Motor Driving Training Schools 64. Renewal of Motor Driving Training Schools</p>	

<p>65. Grant of Trade Certificate – regarding affirmation of selling only approved models of vehicles</p> <p>66. Grant of Trade Certificate – regarding selling of vehicles only after affixation of HSRP plates as per directions of Hon’ble Supreme Court of India</p>	
<p>VIII. <u>DEPARTMENT OF WOMEN & CHILD DEVELOPMENT</u></p> <p>67. Affidavit in scheme of “Delhi pension to women in distress”</p> <p>68. Affidavit in scheme of “Financial Assistance to poor widows for marriage of their daughters and orphan girls”</p> <p>69. Affidavit in Scheme of “Delhi Ladli Scheme.</p>	
<p>IX. <u>DEPARTMENT OF SOCIAL WELFARE</u></p> <p>70. Affidavit in Old age pension Scheme</p> <p>71. Affidavit in Disability Pension Scheme</p> <p>72. Affidavit in Delhi Family Benefit Scheme</p>	
<p>X. <u>DIRECTORATE OF ECOS. & STATS. AND CHIEF REGISTRAR BIRTHS & DEATHS, DELHI</u></p> <p>73. Correction in Birth and Death records/certificates</p> <p>74. Addition of name of child in Birth Certificate.</p>	
<p>XI. <u>SERVICES DEPARTMENT</u></p> <p>75. Affidavit for purpose of ‘no objection’ from each of the dependents of deceased government servant for considering candidature of applicant for appointment on compassionate grounds.</p> <p>76. Issuance of Un-married Certificate.</p> <p>77. For issuance of survivors certificate or succession certificate.</p> <p>78. Availing of leave travel concession.</p> <p>79. Sanction of proficiency step up under Assured Progression Scheme.</p> <p>80. Sanction for higher education.</p> <p>81. Issuance of NOC for passport to the employee.</p> <p>82. Declining of promotion by an employee.</p> <p>83. Sanction of Ex-India Leave.</p> <p>84. Joining of employee after retirement.</p> <p>85. Clearance of probation period of employee.</p> <p>86. Declaration before joining Government Service.</p> <p>87. Issuance of Residence Certificate.</p>	
<p>XII. <u>REVENUE DEPARTMENT</u></p> <p>88. Affidavit regarding issuance of Income Certificate.</p>	

<p>89. Affidavit regarding issuance of Surviving Members Certificate.</p> <p>90. Affidavit regarding issuance of Marriage Certificate.</p> <p>91. Affidavit regarding issuance of OBC Certificate</p> <p>92. Affidavit regarding issuance of SC Certificate</p> <p>93. Affidavit regarding issuance of ST Certificate</p> <p>94. Affidavit regarding issuance of Solvency Certificate.</p> <p>95. Affidavit regarding issuance of Domicile Certificate.</p> <p>96. Affidavit regarding issuance of Nativity Certificate.</p> <p>97. Affidavit regarding issuance of Disabled Person Certificate.</p>	
<p>XIII. <u>PUBLIC WORKS DEPARTMENT</u></p> <p>98. Affidavit with application for regularization of General Pool Residential for Dependent (Death/Retirement of Allottee)</p>	
<p>XIV. <u>LEGAL METROLOGY DEPARTMENT</u></p> <p>99. Affidavit for grant of Registration for Manufacture/Packer/Importer of packaged commodity with regard to status of the firm/address location etc. to ascertain the status/address of the firm/company.</p>	
<p>XV. <u>PRINCIPAL ACCOUNTS OFFICE</u></p> <p>100. Affidavits reg. Pension & GPF.</p> <p>101. Issuance of Surviving family members</p> <p>102. Affidavit for deciding the pension/family pension case in respect of person who retires on superannuation pension/voluntary retirement and in deciding their cases of financial assistance from Delhi Police, Govt. of NCT of Delhi etc.</p> <p>103. Sanction of pension after retirement if no document is produced by the retiree regarding date of birth of his wife and children who are below 25 years.</p> <p>104. Affidavit reg. his/her relationship with each family members and their marital and income status for sanction of pension after retirement.</p> <p>105. For medical reimbursement.</p> <p>106. For age proof in respect of dependents not having birth certificate.</p> <p>107. Sanction of advance of House Building and Vehicles.</p>	
<p>XVI. <u>DRUG CONTROL DEPARTMENT</u></p> <p>108. Affidavit of the pharmacist/competent person to work on full time basis.</p>	

<p>XVII. <u>DEPARTMENT OF FOOD SAFETY</u></p> <p>109. In Application for licence of food Business Operator, if no submitted any proof regarding constitution of firm.</p>	
<p>XVIII. <u>DEVELOPMENT DEPARTMENT</u></p> <p>110. In Agriculture Unit, during grant of fresh/renewal of seed, fertilizer & pesticide Licence.</p>	
<p>XIX. <u>DEPARTMENT OF EXCISE, ENTERTAINMENT AND LUXARY TAX</u></p> <p>i. <u>IMFL BRANCH</u></p> <p>At the time of submitting application for grant of L-1 Licence(License for Wholesale Vend of Indian Liquor.</p> <p>111. To declare eligibility criteria as per Terms & Condition for grant of L-1 License declaring the following</p> <ul style="list-style-type: none"> (i) Name of brand proposed to be registered (ii) Sales figures and price of the brand (iii) Distance of distillery from Delhi <p>112. (i) to declare genuineness of Foreign Trade Mark. (ii) to declare that the brand has been applied for registration in India also.</p> <p>113. (i) to declare that the applicant is eligible for applying for grant of licence as per Delhi Excise Act and Rules. (ii) to declare that the applicant has not been declared insolvent.</p> <p>114. To declare that no dues are pending against the applicant in Excise department.</p> <p>At the time of submitting application for grant of L-1F Licence (Licence for Wholesale Vend of Foreign Liquor.</p> <p>115. To declare that</p> <ul style="list-style-type: none"> -the applicant is eligible for applying for grant of licence as per Delhi Excise Act and Rules. -the applicant has not been declared insolvent. <p>116. To declare that</p> <ul style="list-style-type: none"> -the possession of Bonded Ware House -the premises is in conformity with the Delhi Act and Rules. <p>117. To declare that liquor is authentic and fit for human consumption.</p>	

At the time of renewal of L-7 Licence(Retail Vend of Indian Liquor Public Sector)

118. To declare that necessary installation including broad band, internet connection and other infrastructure related to ESCIMS has been installed in the Vend and sale is done through scanning only.

At the time of submitting application for grant of L-9 Licence (Retail Vend of Indian Liquor to the holder of License in form L-1)

119. To declare regarding possession of the proposed licenced premises.

120. To declare that as per Annexure-II of Terms & Condition for grant of L-9 Licence, attached to the applicant form regarding declaration of brands etc.

121. To declare that the applicant is eligible for applying for grant of licence as per Delhi Excise Act and Rules thereunder.

At the time of submitting application for grant of L-10 Licence (Retail Vend of Indian Liquor & Foreign Liquor in shopping malls & shopping complex at airport)

122. To declare that necessary installation including broadband internet connection and other infrastructure related to ESCIMS shall be installed in the vent.

123. To declare reg. installation of CCTV Camera system with Minimum Coverage of 50 meters archival footage of 30days.

ii. LUXURY TAX BRANCH.

124. Affidavit declaring the status of firm, date of liability of tax and date of commencement of business and nature of Luxury Tax.

iii. ENTERTAINMENT TAX BRANCH**Registration Certificate by Home Cable/MSO/DTH**

125. Affidavit declaring status of firm/Co., Commencement of Business and Tax Liability, Nature of Entertainment Tax.

Cinema Tax Collection Authorization Certificate.

126. Affidavit declaring status of firm/Co., Commencement of Business and Tax Liability, Nature of

<p>Entertainment Tax. 127. NOC for entertainment event organized on invitation basis.</p>	
<p>XX. <u>DPEARTMENT OF HEALTH & FAMILY WELFARE</u></p> <p>128. Affidavit reg. anti-ragging. 129. Affidavit reg. applying for the post of Junior Resident(Dental) 130. For free CT Scan facility 131. For any correction in original registration record of the patient like patient's name, age, address and spelling error who has undergone treatment in Hospital.</p>	
<p>XXI. <u>DELHI FINANCIAL CORPORATION</u></p> <p>132. Affidavit of Sole Proprietor. 133. Affidavit of guarantors who are salaries class. 134. Non-alienation affidavit of guarantor. 135. Affidavit for existing machines.</p>	
<p>XXII. <u>DELHI PHARMACY COUNCIL</u></p> <p>136. Affidavit for fresh (first) Registration/Transfer of Registration/Duplicate Certificate.</p>	
<p>XXIII. <u>NATIONAL LAW UNIVESITY</u></p> <p>137. For providing interest free financial assistance to students from the University resources/endowments recoverable after two years of passing the course.</p>	
<p>XXIV. <u>INSTITUTE OF HUMAN BEHAVIORS & ALLIED SCIENCES</u></p> <p>138. Change in the demographics of the patient 139. In case income is declared as Rs. 3000/- or less than Rs. 3000/-with comparison to higher income declared earlier.</p>	
<p>XXV. <u>DELHI STATE AIDS CONTROL SOCIETY</u></p> <p>140. Affidavit for financial assistance to people living with HIV positive & AIDS person(s).</p>	

<p>XXVI. <u>BSES</u></p> <p>141. Affidavit seeking for new electricity connection.</p>	
<p>XXVII. <u>DELHI KHADI & VILLAGE INDUSTRIES BOARD</u></p> <p>142. Affidavits for Loan Declaration required under Rajiv Gandhi Swavlamban Yojna.</p>	
<p>XXVIII. <u>RAJYA SAINIK BOARD</u></p> <p>143. Gallantry Award Winner those who are getting award from Government of NCT of Delhi. 144. Rebate of 30% of House Tax given by MCD Delhi to Ex-servicemen who have self occupied house in Delhi.</p>	
<p>XXIX. <u>DELHI URBAN SHELTER IMPROVEMENT BOARD</u></p> <p>145. For possession of plot in the name of deponent. 146. For booking of Community centre/Barat Ghar.</p>	
<p>XXX. <u>DELHI BUILDING & OTHER CONSTRUCTION WORKER WELFARE BOARD</u></p> <p>147. In case construction worker does not have any proof of age(18-60years).</p>	
<p>XXXI. <u>SAHITYA KALA PARISHAD</u></p> <p>148. Scholarship for advance training-Affidavit and Bond. 149. Financial assistance holders- for Income Certificate.</p>	
<p>XXXII. <u>DIRECTORATE OF LOCAL BODIES(MCDs)</u></p>	SUB-DEPARTMENTS/OFFICES
<p>150. To release impounded articles including cattle</p>	Veterinary Department
<p>151. For correction in name of parent/guardian. 152. For correction in date of birth 153. For contractual appointment</p>	Education Department
<p>154. At the time of lease out a licensed property 155. At the time of freehold of a leased property</p>	Land & Estate Department
<p>156. Affidavit for non stacking building material on Govt. Land during construction as prescribed in Building Bye Laws on stamp paper. 157. Affidavit for declaration of pending court case relating to property 158. Affidavit for collaboration/non collaboration with builder.</p>	Building Department

<p>159. Affidavit for payment of difference of Labour Cess Charges, if arises due to change of estimated cost of construction.</p> <p>160. Affidavit for providing Bank Guarantee for using the stilt for parking only</p> <p>161. Affidavit for not providing accommodation of labour during construction on road.</p> <p>162. Affidavit for disposal of construction and demolition waste to SLF sites of MCDs only</p> <p>163. Affidavit regarding demolition of existing structure proposed for demolition during the course of construction.</p> <p>164. Affidavit for declaration of road whether notified as commercial or not in cases where site inspection of municipal office is not mandatory</p> <p>165. Affidavit for providing Solar Water Heating system on terrace of the building having plot area more than 500sqm.</p> <p>166. Joint affidavit of applicant and architect for regularization of existing unauthorized building under self assessment scheme.</p>	
<p>167. Submission of request of amendment of layout plan</p> <p>168. Approval of sub-division of plots in unauthorized regularized colonies as per notification dated 17-01-2011</p>	Town Planner
<p>169. Application for amendment in Health License.</p> <p>170. Application for addition/deletion of services.</p> <p>171. For de-sealing or shop/establishment sealed by the department</p> <p>172. Correction of Name/address/any other particulars in Birth & Death Certificates.</p> <p>173. Adoption of child</p> <p>174. Registration of unnatural Death</p>	MHO(Public Health Department)
<p>175. For Non Bank listed & will abide by all terms & condition of contracts.</p> <p>176. Affidavit of display as per Advertising policy</p> <p>177. Black listed/debarred.</p>	Advertisement
<p>178. Temp/perm. De-sealing of the sealed premises.</p> <p>179. Issuing of online licences.</p>	Factory License
<p>180. Allotment of community centre.</p> <p>181. Disbursement of pension/sewing machine/tricycle</p>	CSD
<p>182. For registration/enlistment of contractors</p> <p>183. For compassionate ground appointment</p> <p>184. For regularization of class IV employees.</p> <p>185. For upgradation of contractor</p> <p>186. Revalidation of contractors</p> <p>187. Address change of contractor.</p> <p>188. For partnership deed of contractor</p> <p>189. For machinery verification of contractor</p>	Engg.

190. For renewal of contract of contractual Employees like JEs/Beldars. Etc.	
191. For temporary de-sealing of factories/units.	Zone(General Branch
192. For permanent de-sealing of factories/units.	
193. For releasing of seized items during raid programme.	
194. For joining in long absentee cases	Zone (DEMS)
195. For applying for tenders affidavits	9(i) AO/IT (ii) RP Cell
196. For affidavits alongwith the submission of application forms of General Trade/Storage Licence.	CL & ED
197. For park booking.	Horticulture
198. For Delhi park garden society.	
199. For the vacancy remission.	House Tax
XXXIII. <u>DELHI POLICE</u>	
200. Affidavit which an applicant submits while applying for grant/renewal of license granted by the Licensing Unit.	

3

4