ATTENTION

In Government Order No. HD 374 PMS 2008, dated 12/08/2009, read with corrigendum of even number dated 22/08/2009, powers have also been delegated to the Additional Commissioner (Administration and Development) and Additional Commissioner (Land Maintenance projects and Misc) of Mysore, Gulbarga and Belgaum for attestation of certificates issued in the respective revenue regions w.e.f. 01/09/2009, in addition to the Regional Commissioners of the said regions. Further, in respect of Bangalore Region, the Regional Commissioner, Bangalore and Additional Commissioner (Administration and Development) have been authorized to attest / authenticate the original documents along with the Under Secretary to Government, Home Department (Passport and Foreigners) and the Joint Secretary to Government, Home Department (Police Services) w.e.f. 01/09/2009.

The Districts coming under concerned Regional Commissioners are as follows:-

1) Bangalore Revenue Region : Bangalore Urban, Bangalore Rural, Ramanagar, Kolar, Chickballapur, Tumkur, Davangere, Chitradurga and Shimoga

2) Gulbarga Revenue Region : Gulbarga, Bidar, Raichur, Koppal and Bellary.

3) Belgaum Revenue Region : Belgaum, Dharawad, Bijapur, Bagalkot, Uttar Kannada (Karwar), Haveri and Gadag.

4) Mysore Revenue Region : Mysore, Mandya, Hassan, Chickmagalur, Dakshina Kannada (Mangalore), Udupi, Kodagu and Chamaraja Nagar

Applicants are requested to get their certificates attested / authenticated in their respective regions accordingly. No applications belonging to the Gulbarga, Belgaum and Mysore Regions will be entertained in this office from 01/09/2009.
Sub: Authentication/attestation of original documents – delegation of powers to the Regional Commissioners and Additional Regional Commissioner(Administration) and Additonal Regional Commissioner(Development)) of Gulbarga, Belgaum and Mysore and authorising the Regional Commissioner, Bangalore, Additional Regional Commissioner(Administration) -regarding.

READ:

3) U.O.Note No.RD 160 Samithi 2008 dated 18/09/2008
9) Proceedings of the meeting held under the Chairmanship of Additional Chief Secretary to Government, Home Department on 09.07.2009.

PREAMBLE:

Students and other citizens of the country, who are going abroad for employment, higher studies, etc, need to obtain visas of respective countries from the concerned Consulates and Embassies in India. One of the pre-requisites for obtaining visa is that the persons/applicants have to submit ‘Authenticated/Attested original documents such as educational certificates, birth, marriage, experience certificates, etc. Companies and private organizations, proposing to setup commercial establishments or signing memorandums with foreign company, need attestation of the document of establishment and registration here.

The attestation of such documents, issued within the jurisdiction of the State, are being done by the Home Department as per the guidelines issued by the Ministry of Human Resource Development vide No.F. No.18-4/2004-NS-II dated 14.09.2005. Based on the attestation done by the State Government, Ministry of External Affairs and concerned Consulates attest the documents for necessary action.

In recent times, there has been steep increase in the number of applicants for attestation of documents. The Home Department in Karnataka Government Secretariat is the only place in Karnataka where attestation work is done and people from as far as Gulbarga, Bidar have to come to Bangalore for authentication /attestation of documents which is highly inconvenient. Hence, it was proposed to decentralize the work of Authentication / Attestation of
the documents and delegate the powers to the Regional Commissioners of Mysore, Gulbarga and Belgaum.

The Authentication/Attestation of documents/ certificates issued in the State is being done as per the guidelines issued by Ministry of Human Resources Department read at (1) above. In view of the problems faced by the applicants it was decided to decentralize the process in consultation with Ministry of Human Resource Development, Government of India and also with Revenue Department, Government of Karnataka. The Revenue Department have concurred for delegation of the said powers to Regional Commissioners of Mysore, Gulbarga and Belgaum vide their U.O Note dated 18/09/2008 read at (3) above. The Government of India, in the Ministry of Human Resource Development, have reiterated that the State Governments may formulate their own guidelines and procedures for authentication of certificates keeping in view the prevalent local conditions as enunciated in its letter dated 25/06/2007. The Government have delegated the powers of attestation/authentication of original documents to the Regional Commissioner's of Gulbarga, Mysore, Belgaum in respect of documents/certificates issued in their respective jurisdictional revenue regions vide G.O. No. HD 374 PMS 2008, dated 15.12.2008 referred to at (5) above.

Subsequently, the opinion of the Secretary to Government, Revenue Department, was also sought with regard to delegation of the powers in the Bangalore region. In the meantime, in letters read at (6), (7) and (8) above, the Revenue Department have opined that the powers of attestation/authentication of documents be delegated to the Deputy Commissioners and Additional District Magistrates and Additional Regional Commissioners of the concerned districts for the documents issued in their respective districts.

In the meeting held under the Chairmanship of the Additional Chief Secretary to Government, Home Department, on 09.07.2009, the views expressed by the Regional Commissioner was examined in detail and it was decided to delegate the powers to the Additional Regional commissioner (Administration) and Additional Regional commissioner (Development) of Mysore, Gulbarga and Belgaum in addition to the Regional Commissioners of Mysore, Gulbarga and Belgaum. Further, it was also decided to
authorize the Regional Commissioner, Bangalore Region and Additional Regional Commissioner (Admn), Bangalore to attest the documents, in addition to the existing authorized officers of the Home Department.

The Government have examined the proposal in detail and have ordered as follows.

**GOVERNMENT ORDER NO. HD 374 PMS 2008, BANGALORE, DATED 12th AUGUST 2009.**

In the circumstances explained in the preamble, the Government hereby delegates the powers of attestation/authentication of original documents to the Additional Regional Commissioner (Administration) and Additional Regional Commissioner (Development) of Gulbarga, Belgaum and Mysore Region in respect of documents/certificates issued in their respective revenue regions in addition to that of the Regional Commissioner of the said regions.

2. The Regional Commissioner, Bangalore and Additional Regional Commissioner (Administration) Bangalore region are authorized to attest/authenticate the documents issued in the Bangalore revenue region in addition to the Joint Secretary to Government, Home Department (Police Services) and the Under Secretary to Government, Home Department (Passport and Foreigners).

3. The Regional Commissioners, the Additional Regional Commissioner (Administration) and Additional Regional Commissioners (Development) shall accept the applications for authentication/attestation of original documents issued in their jurisdiction along with attestation fees of Rs. 100/- per original documents to the Head of A/c No. 0070-60-800-3-03 and Rs. 5/- as court fee stamp paid in the Head of A/c No. 0030-01-101-0-01 in the district treasury as per the detailed guidelines issued in this regard in the Annexure - I.

4. The Regional Commissioners of Mysore and Bangalore and Additional Regional Commissioner (Administration) and Additional Regional Commissioner (Development) Mysore, Gulbarga and Belgaum and Additional Regional Commissioner (Admn) Bangalore shall forward their specimen signatures, in
triplicates, in original, in the format prescribed at Annexure-II to the Under Secretary, Home Department, Government of Karnataka for circulation among the Ministry of External Affairs, Consulates, Embassies and others.

5. The Regional Commissioners, Additional Regional Commissioner(Administration) and Additional Regional Commissioner (Development) of Mysore, Belgaum and Gulbarga as well as Regional Commissioner, Bangalore & Additional Regional Commissioner (Administration) Bangalore shall attest the original documents only after the verification of the authenticity of the documents by the concerned authorities/police authorities and the stamp/seal to be adopted for the purpose is as specified in the guidelines. The various seals being used by this office is given at Annexure III which may be adopted. The fee prescribed by various Boards/Universities/councils etc for verification of the documents is given at Annexure-IV.

6. Whenever there is a change of incumbent in the office of the Regional Commissioner and Additional Regional Commissioner(Administration) and Additional Regional Commissioner(Development), the same shall be intimated along with the date, to the Under Secretary to Government (Passport and Foreigners), Home Department immediately and the specimen signature of the new incumbent shall be furnished in the prescribed format specifying the date of taking over of the charge.

7. This order comes into force with effect from 1st September 2009. The applications received in the Home Department upto 31st August, 2009 shall be processed and disposed off in this department itself. All applications made on or after 1st September 2009 shall be in accordance with this order.

...5.
8. Any doubt/clarification arising in the process of Authentication/attestation of documents shall be referred to the Joint Secretary to Government(Police Services), Home Department, Government of Karnataka.

BY ORDER AND IN THE NAME OF THE
GOVERNOR OF KARNATAKA

(ALICE GONSAVES)
Under Secretary to Government
Home Department
(Passport and Foreigners)
GOVERNMENT OF KARNATAKA

No. HD / 374 / PMS /2008

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, dated :22/08/2009.

CORRIGENDUM


(i) for the words “Additional Regional Commissioner (Administration)” and “Additional Regional Commissioner(Development)” wherever they occur read “Additional Commissioner (Administration and Development)” and “Additional Commissioner(Land Maintenance projects and Misc.)” respectively; and

(ii) for the word ‘Notary attached’ in Annexure III at page 7 read ‘Notary Signature Attested’.

BY ORDER AND IN THE NAME OF THE
GOVERNOR OF KARNATKACA

(ALICE GONSALVES),
Under Secretary to Government,
Home Department,
(Passport & Foreigners)