



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory body of the Government of West Bengal)

Durgapur Office :

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City Centre, Durgapur 713216
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E-mail: adda_durgapur@yahoo.com

Asansol Office :

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G. T. Road, Asansol 04
Phone: 0341 2257377-78
Fax: 0341 2257379

Ref. No. ADDA/DGP

Date

1 TCL-230
28.08.15

CIRCULAR


This is to notify to all concerned that as per the order bearing Memo No. 1275/PAR (AR)/O/3M-23/2014 dated 13/11/2014 issued by the Chief Secretary to the Government of West Bengal through Personnel & Administrative Reforms Department (Administrative Reforms Cell), NABANNA, 325, Sarat Chatterjee Road, Howrah-711102, the Asansol Durgapur Development Authority will accept Self-attestation & Self-declaration for the following circumstances as shown in the table below:-

A. Self-attestation will be accepted in the following issues	
Sl. No.	Name of Services
1	Documents required for Educational Qualification, Birth Certificate, Death Certificate, Residential Proof and Identity proof.
2	Documents required during transfer of property, Land, Flat etc e.g. Identity proof, Residential proof, Death Certificate, Legal heir Certificate, Succession Certificate.

B. Self-declaration will be accepted in the following issues	
Sl. No.	Name of Services
1	Submission of application praying for becoming a member of Apartment Owner's Association or a registered Institutional Body or Co-operative Housing Society.
2	Submission of information on income to categories the intending allottees of Apartments/Flats under HIG/MIG/LIG categories.
3	Submission of information on possession of land, flat etc.

The applicant shall have to submit, whenever applicable, the self-declaration through proper format (Annexure-IV).

This order is made in the interest of the Public Service and will take immediate effect.


Chief Executive Officer,
Asansol Durgapur Development Authority.
25/8/15 o/c

Memo No. ADDA/DGPI/EST/32/14-15/1e/376(11) Date. 28.8.15

Copy forwarded for information and necessary action to:

- 1) The Assistant Executive Officer (Admin.), ADDA, Durgapur.
- 2) The Assistant Executive Officer (Land), ADDA, Durgapur.
- 3) The Assistant Executive Officer, ADDA, Asansol.
- 4) The Finance Officer, ADDA.
- 5) The Legal Officer, ADDA.
- 6) The Town Planner, ADDA, Durgapur.
- 7) The Executive Engineer, ADDA, Durgapur.
- 8) The System Manager, ADDA with a request to upload in the office website.
- 9) The Head Assistant, ADDA, Durgapur/Asansol.
- 10) The C.A. to C.E.O, ADDA, Durgapur.
- 11) Office Notice Board at ADDA, Durgapur/Asansol.


Chief Executive Officer,

Asansol Durgapur Development Authority.

ANNEXURE-IV

Self-Declaration Format

Space for Photograph

I....., Son / Daughter of Shriage.....years,
resident ofin 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 :

This applicant shall have to submit, whenever applicable, the self-declaration in the above prescribed format Annexure IV
This order is made in the exercise of the powers conferred on the Authority and will take immediate effect.

[Signature]
Assistant Durgapur Development Authority