

**GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT.**

OFFICE MEMORANDUM

No.EDN.1/2008/Pt/374

Dated Shillong, 14th January, 2022.

Whereas, the Hague Convention held on 5th October, 1961, which India is a member had abolished the unduly long process of legalization of foreign public documents and replaced it with the simplified method called Apostille. An Apostille is a certificate that authenticates the origin of public documents and issued by a country that is a party to the Apostille Convention to be used in another country which is also a party to the convention;

Whereas, according to the procedures laid down by the Ministry of External Affairs for attestation/Apostille in respect of educational documents, the documents should first be authenticated by the Education Department of the concerned State Government/Union Territory, before legalisation of documents by the Ministry of External Affairs;

And whereas, it has been observed that authentication of the document or certificate requires verification of all relevant records on the basis of which such document/certificate has been issued including the signature of the issuing authority. This exercise can be done only by the respective institutions or universities which issued the concerned document or certificate, and;

Now, therefore, it is decided that the following procedures be adopted for authentication of educational documents and certificate in Meghalaya:-

1. **For educational documents such as degree/diploma certificates issued by the State Universities and Central Universities located within Meghalaya and educational institutions affiliated to them** – The authorized officer of the State Education Department will authenticate the document/certificate after verifying with the concerned universities and educational institution.
2. **For educational documents such as degree/diploma certificates issued by the private universities located within Meghalaya and established under the relevant Act enacted by the State Legislature of Meghalaya** – The authorized officer of the State Education Department **shall not** authenticate the documents/certificates. The authorized officer will however after necessary verification, -
 - (a) Certify that the private university is genuine and established under the relevant laws enacted by the Legislature of the State of Meghalaya;
 - (b). Certify that the document has been authenticated by the issuing authority and duly vetted by the Meghalaya Private Universities Regulatory Board.

The above order will come into effect immediately.



(Shri D.P. Wahlang, IAS)
Additional Chief Secretary to the Govt. of Meghalaya
Education Department.

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