

No. 52/08/2022-3GS-III
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(General Services-III Br.)

Dated, Chandigarh, the 23rd June, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the District & Session Judges in Haryana.
6. All the Deputy Commissioners in the State of Haryana.
7. The Registrar of all the Universities in the State of Haryana.

Subject: Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of Haryana – Revised instructions regarding.

Sir/Madam,

I am directed to invite your attention to the subject cited above and to say that first instructions regarding verification of character and antecedents of candidates appointed in civil service were issued on 11.06.1951 and since then large number of instructions on this subject have been issued by Government and a number of instructions of Government of India have also been endorsed from time to time. It has been observed that it is very difficult for all the appointing authorities to know the latest and exact provision which is applicable at present on this subject. In view of above it has been decided by Government to issue consolidated revised instructions in supersession of all the instructions previously issued or endorsed from 11.06.1951 onwards listed at **Annexure-D** of these instructions.

I. Determination of suitability of a person for appointment to Government services.—

Every candidate for appointment to any post of Group A, B, C or D in any Department/Board/Corporation/Statutory Body/ Constitutional Body etc. under the State Government should, before he is appointed whether on regular basis or contract basis shall satisfy the Government that his character is such as to render him, in all respects, suitable for appointment to the service or post to which he is to be appointed. It will be the responsibility of the appointing authority to satisfy itself on this point before making an appointment. Every case has to be decided on merit but the principles laid down in these instructions are of general application and should be served in determining a person's suitability for appointment.

II. Method of verification.—

It is necessary that before a person is appointed to Government service, his character and antecedents should be verified by the appointing authority through the District Magistrate of the district of which he is a permanent resident and also of the district where he has resided for a period of one year or more during the period of last three years of his appointment. On receipt of list of recommended candidates finally selected the Department should, besides completing the other formalities regarding medical test etc., address the District Magistrate concerned simultaneously for the verification of character and antecedents of the candidates.

For the purpose of communication, a standard Covering Letter and **ATTESTATION FORM** have been prepared which are at **Annexure A & B** respectively, of these instructions. While addressing the covering letter along with **ATTESTATION FORM** to the District Magistrate regarding verification of character and antecedents, one copy each of the attestation form is to be sent direct by the Department concerned to the District Superintendent of Police and the Additional Director General of Police (CID), Haryana, Chandigarh who after doing the needful have to send the papers to the District Magistrate. At the top of the Covering letter and **ATTESTATION FORM**, the words "SECRET" and "Date Bound" should be printed. On receipt of the reports from the Superintendent of Police/ Additional Director General of Police (CID), Haryana, Chandigarh, the District Magistrate should pass them on to the Department concerned adding therein his own comments, if any, within a maximum period of 2 days.

III. Time limit for verification.—

The time to be taken by the Appointing Authorities, District Magistrate and other authorities for verification at the various stages will be as given below and it should be ensured that the schedule is adhered to strictly :—

(1)	Transit from the Head of the Department to the office of the D.M., the S.P. and the Addl. DGP (CID).	2 days
(2)	Transit to the branches concerned of these offices.	1 day
(3)	(a) (For office of the District Magistrate only). Time allowed for independent enquiries, if necessary, by the District Magistrate	9 days
	(b) (For office of the Addl.DGP(CID) only). Time allowed for verification and for report reaching the District Magistrate's office.	9 days

	(c) (For office of S.P. only).	
	(i) Time allowed for dispatch of the attestation form to S.H.O.(s) concerned.	2 days
	(ii) Time allowed to S .H. O. (s) for verification and for report reaching the S.P.'s office.	8 days
	(iii) Time allowed for the S.P.'s final report reaching the D.M.'s office.	2 days
(4)	Transit to the branch concerned in the District Magistrate's Office.	1 day
(5)	Time allowed for the final reply of the District Magistrate reaching the Department concerned.	2 days
(6)	Transit to Head of Department.	2 days
	Total Time	20 days

The idea of prescribing time schedule is to cut down delay in verification of character and antecedents to the minimum, it should be followed by all concerned strictly. If the report from Superintendent of Police is not received within the prescribed period, the District Magistrate should pursue the matter with them. If the report is not received to the Appointing Authority after a month he should send reminder to the District Magistrate endorsing the copy to the Divisional Commissioner concerned. When the verification report is not received within two months then following course of action should be taken:-

- (a) The appointing authority will refer the matter to Divisional Commissioner and Director General Police of the concerned State asking to provide the verification report within the third month.
- (b) If the report is still not received, then the Additional Chief Secretary-cum-Financial Commissioner Revenue to Government, Haryana, will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation on the provisional appointment letter is taken.
- (c) In case of non-receipt of report of candidates of a District other than Haryana State within a period of three months, in such case the a letter may be sent to the Chief Secretary to Government, Haryana through the Administrative Secretary concerned.

IV. Issuance of Provisional Appointment letter.—

The present procedure is that the Haryana Public Service Commission/Haryana Staff Selection Commission forwards to the appointing authority the list of the candidates recommended by it for appointment. On receipt of this list, the appointing authority addresses the successful candidates, requiring them *inter alia*

to fill in and return the ATTESTATION FORMS. These forms are then forwarded by the appointing authority to the District Magistrate concerned who, after consulting the Superintendent of Police and the Additional Director General of Police (CID), makes a report to the appointing authority about the suitability of the candidates.

It is observed that this process of verification of character and antecedents often takes two months or more time, which results in undue delay in issue of appointment orders and consequent filling up of the post. It has been decided that—

- (i) the verification of character and antecedents will be carried out, but the issue of appointment letters need not be withheld pending such verification. The appointing authority will issue **Provisional Appointment Letter** after obtaining the ATTESTATION FORM and self-declaration from the candidate. The candidate along with the details of attestation form will also submit the self-declaration certifying that all facts and details given in the form are correct.
- (ii) In the provisional appointment letter, it will be clearly mentioned that in case character and antecedents of the candidate is found not verified or any false information is given by the candidate in his self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal/legal action will also be taken, as a consequence.
- (iii) The exercise of the verification of character and antecedents should be carried out within a period of three months. Once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment letter will be confirmed.
- (iv) Since the candidate will submit the self-declaration, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment letter forthwith. The candidate shall be rendered unfit for any Government employment and appointing authority shall undertake other criminal/civil/legal action, as per provisions of Indian Penal Code (IPC) etc. as deemed fit.

Exception.— In cases, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered particularly necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption shall be considered by the Government in Human

Resources Department after a reference is submitted by Administrative Department concerned giving full justification.

V. Persons unfit for appointment.—

Persons convicted of offences involving moral turpitude or persons who have been dismissed from service by the Central or a State Government should be deemed ineligible for appointment under the Government.

While no person should be considered unfit for appointment solely because of his political opinions, care should be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Ordinarily persons who are actively engaged in subversive activities including members of any organisation the above object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. Participation in such activities at anytime after attaining the age of 21 years and within 3 years of the date of enquiry should be considered as evidence that the person is still actively engaged in such activities, unless in the interval there is positive evidence of a change of attitude.

VI. Verification of a person already in service:

In the case of a person who was originally employed in an office/department under any State Government or the Government of India if the interval between the case of his discharge from his previous office and the date of his securing a new appointment is less than a year, it would be sufficient if the appointing authority before making the appointment satisfies itself by a reference to the office in which the candidate was previously employed that—

- (a) that office have verified his character and antecedents, if yes, then the copy of report may be collected from the previous department/office; and
- (b) his conduct while in service in that office did not render him unsuitable for employment under Government.

If, however, more than a year has lapsed after the discharge of the person from his previous office, verification should be carried out in full as in the case of fresh appointment.

VII. Verification of an Ex-serviceman on re-employment in Civil Service:

The character and antecedents' verification is not necessary in the case of ex-servicemen re-employed in civil posts if the period intervening their date of discharge/retirement from the Army/ Navy/Air-Force and their date of reemployment in a civil post under the State Government is less than a year. However, the appointing authority should verify the character and antecedents of

the candidate (Ex-servicemen) from the Discharge Book issued at the time of retirement from the Armed Forces. The appointing authority should also satisfy itself about the suitability of the candidates by making a reference to the appropriate authority of Army/Navy/Air Force that-

- (a) his character and antecedents had been verified by the concerned authorities in Army/ Navy/ Air Force and the re-verification of antecedents, where required, had also been carried out satisfactorily; and
- (b) his conduct during the previous employment did not render him unsuitable for employment under the Haryana Government.

In cases where the interval between the date of discharge from the Army/Navy/Air-Force and the date of re-employment in the civil post is more than a year, in addition to action as envisaged at (i) above, verification of character and antecedents in respect of the period after the date of discharge shall also be got done from the district authorities of the places where the ex-servicemen had resided for more than a year after the date of his discharge from the Army/Navy/Air-Force.

VIII. Verification of a candidate who is a subject to Nepal/Bhutan/Tibetan refugee.—

A candidate for appointment to any post/service under Haryana Government must be citizen of India under the Citizenship Act, 1955 or as amended from time to time.

A candidate who is—

- (a) a subject of Nepal; or
- (b) a subject of Bhutan, or
- (c) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India;

cannot be appointed to any service or post until a CERTIFICATE OF ELIGIBILITY has been issued in his favour by the Government of India. Apart from the usual verification which may be made by the appointing authorities through the district authorities concerned, an additional reference will have to be made by the Departments to the Intelligence Bureau, New Delhi, along with the attestation form prescribed for the purpose. The District authorities should also be requested specifically to verify the nationality of the candidate, while making a reference along with the attestation form. The suitability of the candidate will have to be examined by the administrative authorities in the light of the report furnished by the district authorities as well as the Intelligence Bureau and on the basis of the

criteria laid down by Government of India, from time to time, for determining suitability of such candidates for appointment under the Government.

Such candidate may be admitted to an examination or interview conducted by Haryana Public Service Commission/Haryana Staff Selection Commission or other recruiting agency, subject to the condition that the offer of appointment shall be given only after the necessary ELIGIBILITY CERTIFICATE has been issued to him by the Government of India. Further, on selection of such candidates the concerned Department will have to process their cases for issue of certificate of eligibility and consequently the appointment is likely to be delayed, therefore, it is advisable that eligible Indian citizens, should be given preference over others.

IX. Steps to ensure that a person debarred from employment does not secure employment under the State Government .—

In order to obviate the necessity for making full enquiries regarding the character and antecedents of undesirable candidates whose character and antecedents have already been verified by a department/office, and to prevent a disqualified person from securing employment under the State Government the department/office concerned should immediately communicate the fact to Government in the Human Resources Department (in HR-III Branch) giving detailed particulars of the persons concerned in the form enclosed at **Annexure-C**. A list of such persons will be displayed on the website of Chief Secretary to Government Haryana, namely www.csharyana.gov.in. The Haryana Public Service Commission and Haryana Staff Selection Commission and all the Heads of Departments, etc. should on their part consult such list whenever selections are made in their respective departments in order to preclude the possibility of any disqualified person joining service in any department.

X. Re-verification of employees where necessary.—

Under Rule 9 of the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 read with various instructions issued by Government prohibit participation of Government employees in political activities. For this purpose periodical re-verification of character and antecedents of employees, in selected cases, may be undertaken by the Appointing Authorities whenever and wherever required.

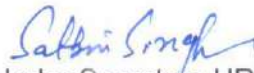
XI. Verification of candidates selected by Panjab University.—

Whenever request for verification of character and antecedents of candidates elected for appointment in Panjab University is made of you, the same may

please be entertained and the necessary verification got done expeditiously.

2. These instructions may please be brought to the notice of all concerned for strict compliance in letter and in spirit. In case of any default in this behalf the same will be seriously viewed.

Yours faithfully,

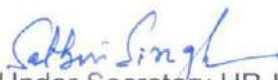

Under Secretary HR-I
for Chief Secretary to Government, Haryana.

Endst. No. 52/08/2022-3GS-III

Dated: Chandigarh, the 23rd June, 2022

A copy is forwarded to the following for information and action where necessary :-

1. Addl. Director General of Police (CID) Haryana, Haryana Civil Secretariat, Chandigarh.
2. All the Superintendents of Police in Haryana State.


Under Secretary HR-I
for Chief Secretary to Government, Haryana.

Contd...

**STANDARD COVERING LETTER TO ENDORSE THE 'ATTESTATION FORM' FOR
VERIFICATION OF CHARACTER AND ANTECEDENTS**

SECRET
DATE BOUND

To

The District Magistrate,

Subject : Verification of character and antecedents of candidate for the post of

Sir,

I am directed to say that Shri _____ whose particulars are entered in the enclosed ATTESTATION FORM is a candidate for the post of _____. To enable this Department/office to determine the suitability of the candidate for Government service.

2. I am to request you kindly to certify on the basis of the information available in your records whether he has come to adverse notice or not and whether there are any facts about him on record which would render him unsuitable for employment under Government.

3. In this connection, it may be stated that the criteria to be observed for determining suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services :—

- (a) those who are, or have been members of, or associated with, anybody or association declared unlawful after it was so declared, or
- (b) those who have participated in, or associated with any activity or programme;
 - (i) aimed at the subversion of the Constitution,
 - (ii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or

- (iii) aimed at the organised breach or defiance of the law involving violence,
- (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate is suitable, for Government service in the light of the criteria mentioned above and if he is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Department/Office and within a period of four weeks.

3. Applicable to cases covered by paragraph 2 of M.H.A. O.M. No. 3/15/S/65 Estt. (B) dated 8-3-1968 only. Steps may kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report on the suitability of the candidate.

Yours faithfully,

Sd/-
Competent authority authorized by Appointing Authority

Endst. No. _____

Dated: _____

A copy of this letter alongwith ATTESTATION FORM is forwarded to the following for further necessary action within the time limit prescribed by Government :-

1. Addl. Director General of Police (CID), Haryana, Haryana Civil Secretariat, Chandigarh.
2. Superintendent of Police, District _____.

Sd/-
Competent authority authorized by Appointing Authority

‘ATTESTATION FORM’			
Affix signed passport size (5 cm. X 7 cm. Approx) copy of recent photograph		WARNING:	
		1.	THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVT.
		2.	If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details of communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.
		3.	If the fact that false information has been furnished in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.
1.	Name in full (in block capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present address in full (i.e. Village, Thana and District or House No. Lane/Street/Road and Town.		
3.	(a) Home Address in full (i.e Village, Thana, and District or House No.Lane/Street/Road and Town andname of District Headquarters. (b) If Originally a resident of Pakistan,the address in that country and thedate of migration to Indian Union.		
4.	Aadhar Card No.		
5.	PAN No.		
6	Nationality		

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10.	<p>Particulars of places (with periods, of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.</p> <table border="1"> <tr> <th data-bbox="327 1350 564 1534">From</th> <th data-bbox="564 1350 794 1534">To</th> <th data-bbox="794 1350 1161 1534">Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).</th> <th data-bbox="1161 1350 1441 1534">Name of the District Headquarters of the place mentioned in the preceding column)</th> </tr> <tr> <td data-bbox="327 1534 564 1662"></td> <td data-bbox="564 1534 794 1662"></td> <td data-bbox="794 1534 1161 1662"></td> <td data-bbox="1161 1534 1441 1662"></td> </tr> </table>						From	To	Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column)																	
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	Name	Nationality (by birth and/or by domicile)	Place of birth	Occupation (if employed give designation & official address)	Present Postal address (if dead give last address)	Permanent Home Address																					
Father (name in full aliases, if any)																											
Mother																											

	Wife/Husband							
	Brother(s)							
	Sister(s)							

12. Information to be furnished with regard to sons(s) and/or daughter(s) in case they are studying /living in a foreign country:

	Name	Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/ living with full Address	Date from which studying/ living in the country mentioned in previous column

13. Educational Qualification showing places of education with years in Schools and Colleges since 15th years of age.

Name of School/College Examination passed with full address	Date of entering	Date of leaving

14 (a) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? if so, give full particulars with dates of employment up-to-date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.	Period
From	To				

14(b)	<p>If the previous employment was under the Government of India, a State Government/ an Undertaking owned of controlled by the Government of India of a State Government/ an Autonomous Body/University/ Local Body.</p> <p>If you had left service from Government of India on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules applicable in the State Government where you were working any disciplinary proceedings were framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before, your services actually terminated?</p>																																						
15 (i)	<table border="1"> <tr> <td>(a)</td> <td>Have you ever been arrested?</td> <td>Yes/No</td> </tr> <tr> <td>(b)</td> <td>Have you ever been prosecuted?</td> <td>Yes/No</td> </tr> <tr> <td>(c)</td> <td>Have you ever been kept under detention?</td> <td>Yes/No</td> </tr> <tr> <td>(d)</td> <td>Have you ever been bound down?</td> <td>Yes/No</td> </tr> <tr> <td>(e)</td> <td>Have you ever been fined by a Court of Law?</td> <td>Yes/No</td> </tr> <tr> <td>(f)</td> <td>Have you ever been convicted by a Court of Law for any offence?</td> <td>Yes/No</td> </tr> <tr> <td>(g)</td> <td>Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?</td> <td>Yes/No</td> </tr> <tr> <td>(h)</td> <td>Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/ selection?</td> <td>Yes/No</td> </tr> <tr> <td>(i)</td> <td>Is any case pending against you in any Court of Law at the time of filling up this application form?</td> <td>Yes/No</td> </tr> <tr> <td>(j)</td> <td>Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?</td> <td>Yes/No</td> </tr> <tr> <td>(k)</td> <td>Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?</td> <td>Yes/No</td> </tr> </table>						(a)	Have you ever been arrested?	Yes/No	(b)	Have you ever been prosecuted?	Yes/No	(c)	Have you ever been kept under detention?	Yes/No	(d)	Have you ever been bound down?	Yes/No	(e)	Have you ever been fined by a Court of Law?	Yes/No	(f)	Have you ever been convicted by a Court of Law for any offence?	Yes/No	(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?	Yes/No	(h)	Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/ selection?	Yes/No	(i)	Is any case pending against you in any Court of Law at the time of filling up this application form?	Yes/No	(j)	Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?	Yes/No	(k)	Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?	Yes/No
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15 (ii)	<p>If the answer to any of the abovementioned questions is 'Yes' give full particulars of the case arrest/detention/fine-conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.</p>						
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16	<p>Name of two responsible persons of your locality or two references to whom you are known alongwith the Identity Certificate given by them in the enclosed proforma.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle; padding: 5px;">1</td> <td style="height: 50px;"></td> </tr> <tr> <td style="text-align: center; vertical-align: middle; padding: 5px;">2</td> <td style="height: 50px;"></td> </tr> </table>	1		2			
1							
2							
	<p style="text-align: center;">DECLARATION</p> <p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p> <p>I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p> <div style="text-align: right; margin-top: 20px;"> Signature of candidate _____ Date _____ Place _____ </div> <hr style="border: 0.5px solid black; margin-top: 20px;"/> <p style="text-align: center;">TO BE FILLED BY THE OFFICE</p> <p>(i) Name, designation and full address of the appointing authority.</p> <p>(ii) Post for which the candidate is being considered.</p> <p>Contd.....</p>						

IDENTITY CERTIFICATE

(Certificate to be signed by anyone of the following)

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildar authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development & Panchayat Officer;

Certified that I have known Shri/Smt./Kumari _____
 son/ daughter of Sh. _____ for the last
 _____ years _____ months and that to the best of my
 knowledge and belief the particulars furnished by him/her are correct.

Date _____

Signature _____

Place _____

Designation or status and address

FORM
of

**Statement showing the names and particulars of persons discharged/dismissed from
Government service**

S. No.	Name, father's name, caste, religion and residence	Age and date of birth	Description	Post held under Government	Reason for discharge/ dismissal with date	Whether Remark debarred from further employment under Government under Government
1						
2						
3						
4						

ANNEXURE-D

List of instructions issued from time to time regarding Verification of character and antecedents

S.No.	Number	Date	Subject
1	No. 2502-G-51/3389	1951.06.11	Verification of character and antecedents of persons before their first appointment to Government Service.
2	No. 1387-5S-68/9115	1968.04.16	Verification of character and antecedents of candidates for appointment to posts under the Central Government.
3	No. 566-S-69/	1969.02.07	Verification of Character and antecedents of candidates selected for appointment to civil posts under Government of India.
4	No. 2087-7-S-75/9680	1975.04.16	Verification of character and antecedents of persons before their first appointment to Government service.
5	No. 9393-7GS-75/37726	1975.12.24	तदर्थ आधार पर भर्ती किये जाने वाले कर्मचारियों के चरित्र एवं पूर्ववृत्त का सत्यापन ।
6	No. 7473-7S-75/14433	1976.06.08	Verification of character and antecedents of persons before their first appointment to Government service.
7	No. 2153-4-GS-II-77-12718	1977.05.13	Endorsement of GoI Resolution-Revised rule 4(1) of Model Services Rules regarding Nationality domicile.
8	No. 9503-7S-76/25321	1977.09.13	चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।
9	No. 9503-7S-76/25321	1977.09.13	चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।
10	No. 8170-7S-77/38961	1977.12.19	Verification of character and antecedents of candidates selected for appointment to Civil Posts under the Government of India-Criteria to be observed in determining the suitability.
11	No. 72/3/78-S	1978.06.16	Verification of character and antecedents of persons before their appointment to Government Service.
12	No. 52/32/80-S(1),	1980.10.20	Verification of character and antecedents of persons on their first appointment to Government service.
13	No. 52/14/82-S-I	1982.05.17	अखिल भारतीय तथा केन्द्रीय सेवाओं के उम्मीदवारों के चरित्र एवं पूर्ववृत्त सत्यापन पंजियों के शीघ्रनिकास के बारे में ।
14	No. 52/21/82-S(1)	1982.07.29	Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India-Review of the procedure and revision of instructions regarding.
15	No. 52/13/83-S-I	1983.06.28	Verification of Character and antecedents of candidates selected for appointment to civil posts under the Govt. of India-Reverification.
16	No. 52/17/86-S(I)	1986.05.09	Verification of Character and Antecedents of persons before their first appointment to Government Service.
17	No. 52/77/88-S(I)	1989.01.11	चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।
18	No. 52/27/93-S(I)	1993.10.05	Verification of character and antecedence of the persons selected for appointment in the Punjab University at the first stage.
19	No. 52/27/93-S(I)	1993.10.05	Verification of character and antecedence of the persons selected for appointment in the Punjab University at the first stage.
20	No. 52/3/94-S(I)	1994.03.17	चरित्र एवं पूर्ववृत्त का सत्यापन करवाना ।
21	No. 52/6/94-S(I)	1994.03.17	चरित्र एवं पूर्ववृत्त के सत्यापन बारे ।
22	No. 52/9/94-S(1)	1994.06.17	Verification of character and antecedents of persons on their first appointment to Government service.

S.No.	Number	Date	Subject
23	No. 52/9/94-S(1)	1994.07.29	Verification of Character and Antecedents of persons on their first appointment to Government service.
24	No. 52/9/94-S(1)	1994.11.30	Verification of character and antecedents of person on their first appointment to Government Service.
25	No. 52/16/94-S(I)	1997.11.12	Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India .
26	No. 52/16/94-S(I)	1997.11.12	Verification of character and antecedents of person on their first appointment to Government Service.
27	No. 53/3/98-S(I)	1999.02.23	Verification of character and antecedents of candidates for appointment undertaking in Private Sector.
28	No. 52/9/99-S(I)	1999.07.14	Verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India.
29	No. 52/9/99-S(I)	1999.11.17	Verification of character and antecedents of candidates selected for appointment to Civil Posts under the Government of India.
30	No. 52/3/2005-6S(I)	2005.11.18	Verification of character and antecedents of persons on their first appointment to Government service.
31	No. 52/3/2015-3GS-III	2016.01.18	Regarding verification of Character and Antecedents of candidates.
32	52/06/2018-3GS-III	2018.03.15	Verification of character and antecedents of selected candidates before their first appointment to Government service relaxation thereof
33	52/06/2018-3GS-III	2018.08.28	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
34	52/18/2018-3GS-III	2018.10.01	Verification of character and antecedents of selected candidates before their first appointment to Government service relaxation thereof
35	52/18/2018-3GS-III	2018.11.17	Verification of character and antecedents of selected candidates before their first appointment to Government service relaxation thereof
36	52/18/2018-3GS-III	2019.01.10	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
37	52/18/2018-3GS-III	2019.02.23	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
38	52/18/2018-3GS-III	2019.02.28	Verification of character and antecedents of selected candidates before their first appointment to Government Service-relaxation thereof.
39	52/18/2018-3GS-III	2019.05.21	Verification of character and antecedents of selected candidates before their first appointment to Government service relaxation thereof
40	52/18/2018-3GS-III	2019.06.07	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
41	52/18/2018-3GS-III	2019.08.16	Verification of character and antecedents of selected candidates before their first appointment to Government service relaxation thereof.
42	52/18/2018-3GS-III	2019.09.09	Verification of character and antecedents of selected candidates before their first

S.No.	Number	Date	Subject
			appointment to Government service-relaxation thereof.
43	52/18/2018-3GS-III	2020.08.18	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
44	52/18/2018-3GS-III	2020.12.24	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
45	52/18/2018-3GS-III	2021.02.13	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
46	52/18/2018-3GS-III	2022.01.19	Verification of character and antecedents of persons before their first appointment to Government service.
47	52/18/2018-3GS-III	2022.02.14	Regarding to send status report of pending character and antecedents verification of the recruited Group-D candidates against Advt. No. 04/2018, Category No. 1.
48	52/18/2018-3GS-III	2022.03.31	Verification of character and antecedents of selected candidates before their first appointment to Government service-relaxation thereof.
