

Copy of D.O. No. 13012/2/82 AIS(I), dated 3rd May, 1982 from Sh. T.V. Ramanan, Joint Secretary, Government of India, Department of Personnel and A. R., Ministry of Home Affairs, North Block New Delhi to Shri Ishwar Chandra, Chief Secretary, Government of Haryana, Chandigarh.

We had sought the assistance of the State Governments and Union Territories Administrations for expeditious clearance of verifications rolls of candidates for All India and Central Services vide my D.O. letter No. 13012/2/81-AIS(I), dated the 24th March, 1981. We have now made a review of the time taken in clearing verification reports by various State Governments and Union Territory Administrations. A comparative statement indicating the position is enclosed.

2. It will be noticed that Delhi and Chandigarh cleared the verification rolls within an average time of about 30 days which is the prescribed time limit. In the case of other State and Union Territories, it has taken much longer. As you are aware, even a few delayed reports hold up the allocation of candidates to the various Services and consequently delay their joining the training course at the L.B.S. National Academy of Administration, Mussoorie.

3. We shall be sending verification rolls shortly for candidates who appeared at the Civil Services Examination held in 1981. I shall be grateful if you could kindly instruct the district authorities to attend to these rolls on a priority basis so that they are cleared within the prescribed period of one month.

With regards.

Confidential

No. 52/21/82-S(I)

From

The Chief Secretary to Govt.,
Haryana.

To

1. Commissioners, Ambala & Hissar Divisions.
2. All Deputy Commissioners in Haryana State.
3. D.I.G. (CID), Haryana.

Dated Chandigarh, the 29th July, 1982.)

Subject : 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.

Sir,

I am directed to invite reference to Haryana Government letter No. 72/3/78-S, dated 16-6-78 in which it was stated *inter-alia* that for the purposes of verification of character and antecedents of candidates to be appointed by the Government of India or other State Governments on civil posts under them, the procedure laid down in the instructions issued by the Govt. of India from time to time should be followed.

2. I am directed to say that the Govt. of India Ministry of Home Affairs, Deptt. of Personnel and A. R. have reviewed the procedure in respect of verification of character & antecedents of candidates selected for appointment to the civil posts under the Govt. of India. A copy of the instructions issued by them vide their letter No. 18011/9(S)/78-Estt. (B), dated the 2nd July, 1982 is enclosed for compliance. I am to add that as desired by the Govt. of India in para 8 of their letter the confidentiality of these instructions should be carefully maintained.

Yours faithfully,

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt., Haryana.

Confidential

No. 52/21/82-S (I)

Dated the 29th July, 1982

A copy each with a copy of the Govt. of India's letter dated 2-7-1969 is forwarded for information and necessary action to :—

1. I. G. Police, Haryana.
2. All District Superintendent of Police in Haryana.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

No. 52/21/82-S (I),

Dated the 29th July, 1982.

A copy is forwarded to Sh. K. C. Sharma, Joint Secretary to Govt. of India, Ministry of Home Affairs, Deptt. of Personnel and A. R., New Delhi, for information with reference to his letter No. 18011/9(8)/78-Estt. (B), dated the 2nd July, 1982.

Sd/-

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

Copy of letter No. 18011/9(S)/78-Estt. (B), dated the 2nd July, 1982, from Joint Secretary to Govt. of India, Ministry of Home Affairs, Deptt. of Personnel and Admn. Reforms, New Delhi, to the Chief Secretaries All the States.

CONFIDENTIAL

Subject : 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.

Sir,

Attention is invited to Ministry of Home Affairs O.M. No. 3/8(S)/67-Estt. (B), dated the 27th September, 1967, on the subject of verification of character and antecedents of candidates for employment under the Central Government.

2. The Government of India have reviewed the orders issued in this regard from time to time and the type of verification that would be applicable to the various categories would be as under with immediate effect :

3. Detailed Verification :

3.1 Detailed verification would be applicable to appointments to :

- (a) Group 'A' posts;
- (b) Group 'B' posts;
- (c) Group 'C' and 'D' posts of all those offices in which detailed verification is considered particularly necessary in the interest of security by the administrative ministry or office; and,
- (d) Cases in which simple verification cannot be done because of the candidate's inability to produce a certificate of character.

3.2 Record Check

3.2.1 Record Check—What it is ?

Record Check involves looking into adverse reports in respect of any matter including criminal cases, arrests, debarment by UPSC, etc. as may be revealed by the Police records.

3.2.2 Record Check—Persons to whom applicable.

Record Check would be applicable to Group 'C' posts above the level of Lower Division Clerk in the Government of India Secretariat and its attached offices.

3.3 Simple Verification :

Simple verification would be applicable to appointments to all other posts, viz :

- (a) Posts of LDC and posts of equivalent grade and all Group 'D' posts in the Government of India Secretariat and its attached offices; and
- (b) Group 'C' & 'D' posts under the Government of India in subordinate offices.

3.4 As mentioned in para 3.1(c) above, as an exception to the general procedure, in case of persons in categories mentioned in paras 3.2 and 3.3 above, and appointment to certain posts or services on departments, detailed verification may be necessary for all levels. Such post services/departments would be identified by the appointing authorities and cases of such persons appointed all levels to these Posts/services/departments would be referred to the District authorities for detailed verification.

4. A specimen of the attestation form to be used for the purpose of verification of character and antecedents is at Annexure-I.

4.1 While making a reference to the District authorities all appointing authorities have been asked

5. The various appointing authorities would hereafter refer attestation forms in respect of the various categories of posts as under :

- (1) Cases covered by para 3.1 : D.M. or the Commissioner of Police as the case may be-
- (2) Cases covered by para 3.2 : S.P. of the District Return to appointing authority through the D.M. with this attestation.

6. I have to request that the State Governments may advise the authorities concerned to verify the character and antecedents of the candidates referred to them by the various appointing authorities including public sector undertakings and to return verification rolls with in a period of six to eight weeks.

7. As would be seen from para 3.2 above a new concept of "record check" has been introduced in respect of Group 'C' posts above the level of L.D.C. in the Government of India Secretariat and its attached offices. The attestation forms of candidates belonging to this category would bear the prominent marking. For record check only" the district authorities may be informed that field enquiries would not be required in these cases. They may return such attestation forms to the appointing authorities after record check, within a fortnight.

8. While circulating these instructions to the various district authorities and Commissioners of Police, the State Government are required to maintain confidentiality of the same by keeping a proper account of the copies distributed and ensuring their safe custody at appropriate levels.

ANNEXURE-I

Attestation Form

“WARNING : 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 Government.

Affix signed passport size
(5 cm. x 7 cm. approx.)
copy of recent photograph—where
asked for.

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information 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 and name of Distt. Headquarters.

- (b) If Originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.

8. (a) Place of birth, District and State in which situated. (a)

- (b) District and State to which you belong. (b)

- (c) District and State to which your father originally belong. (c)

9. (a) Yours religion

- (b) Are you a member of a Scheduled Caste/
Scheduled Tribe ? Answer 'Yes or No'

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

Name of School/College

Date of

Date of

Examination passed

11. (A) Are you a 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.
From	To			

11. (B) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings 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?

12. (1) (a) Have you ever been arrested? Yer/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? 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?
 (k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise? Yes/No
- (ii) If the answer to any of the above mention 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.

NOTE : (i) Please also see the 'warning' at the top of this Attestation Form.

- (ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Name of two responsible persons of your locality or two references to whom you are known.

1.
2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate_____

Date_____

Place_____

Identity Certificate

(Certificate to be signed by any one 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 Tehsildars authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post-Master;
- (viii) Panchayat Inspectors.

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 _____

To be filled by the Office

- (i) Name, designation and full address of the appointing authority.
- (ii) Post for which the candidate is being considered.