

No. 52/06/2018-3GSIII

From

Chief Secretary to Government, Haryana.

To

1. All the Heads of Departments and all the Divisional Commissioners in Haryana.
2. All the Deputy Commissioners and all the Sub-Divisional Officers (Civil) in Haryana.
3. All the Managing Directors of Boards and Corporations in Haryana State.

Dated Chandigarh, 15th March, 2018

Subject: Verification of character and antecedents of Clerks before their first appointment to Government service - relaxation thereof.

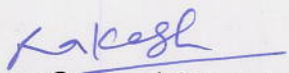
Sir,

I am directed to invite reference to Haryana Government letter No. 7473-7S/14433, dated 08.06.1976 on the subject cited above (copy enclosed).

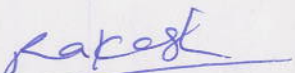
1. Government has decided to grant partial relaxation in respect the provisions of this letter and all other instructions issued by the Government from time to time on this subject, that all the candidates recommended by the HSSC in respect of Advt. No. 10/2015 vide which examination was conducted by them for appointment as Clerks, may be appointed as Clerks on provisional basis without prior verification of their character and antecedents.
2. Their character and antecedents should, however be got verified immediately after their provisional appointment.

This may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Under Secretary General Administration,
for Chief Secretary to Government, Haryana

A copy of each is forwarded to all the Administrative Secretaries to Government of Haryana for information and necessary action.


Under Secretary General Administration,
for Chief Secretary to Government, Haryana

To

All the Administrative Secretaries to Government of Haryana

U.O. No.52/06/2018-3GSIII

Dated, Chandigarh, the 15th March, 2018

Copy of letter No. 7473-7S-75/14433, dated 8th June, 1976, from the Chief Secretary to Government Haryana, Chandigarh, addressed to all Heads of Departments in Haryana. Commissioner, Ambala and Hissar Divisions, all Deputy Commissioners, D.I.G. (CID), and Sub Divisional Officer, and extra.

Subject :— Verification of Character and Antecedents of persons before their first appointment to Government Service.

I am directed to invite reference to Haryana Government letters No. 2087-7S-75/9680, dated 16-4-75 and No. 9393-7S-75/37226, dated 24-12-1975 on the subject cited above and to forward herewith the following to communications received from the Department of Personnel and Administrative Reforms, Government of India, New Delhi :—

(a) Letter No. 18011/1 (S)/75 Estt. (B) dated 1-8-75

(b) O.M. No. 18011/1 (S)/75 Estt. (B) dated 1-8-75

2. It has been decided that the instructions contained in the above two references should be strictly followed in respect of candidates seeking employment under the State Government as well.

3. Your attention is particularly invited to the following points in the instructions :—

(a) Normally, as a rule, all appointments should be made only after the character and antecedents of the person to be appointed have been verified but if a candidate is appointed under exceptional circumstances without prior verification of character etc. then no indication (either orally or in writing) should be given to the candidate that his appointment or retention in service is subject to satisfactory verification.

(b) Appointments made, if any, under exceptional circumstances, without, prior verification of the character etc. shall be on a purely provisional basis.

(c) If under exceptional circumstances as mentioned in sub-para (a) above, an appointment is made without verification of character and antecedents, then simultaneously with the appointment, necessary steps should be taken to have the character and antecedents verified and should it become necessary to terminate the services on account of adverse reports received subsequent to the appointment, the fact that action is being taken on the result of a false report should not be divulged to the employee nor should be the nature or substance of the report received from the police be communicated under any circumstances to the employees.

(d) Reference to the District Magistrate/D.I.G., C.I.D. for verification of character and antecedents should be in the standard form as prescribed by the Government of India and annexed to O.M. dated 1-8-75 referred to above.

(e) In order that proper identity of the candidate is established, photograph (s) of the candidate must also be forwarded alongwith the reference to the Supdt. of Police/D.I.G., C.I.D.

(f) Suitability of candidates for appointment to Civil posts should be determined in the light of principles laid down by the Government of India in their O.M. dated the 1st August, 1975 referred to above.

4. It has been brought to the notice of the State Government that in the matter of verification of character and antecedents, the time schedule laid down in para 4 of the State Government letter No. 1824-S-69/9201, dated the 22nd May, 1969, is not strictly adhered to. Amongst other reasons, this may be due to the fact that the attestation forms which are to be sent by the Department direct to the District Superintendent of Police and the D.I.G., C.I.D. are in some cases being sent to the District Magistrate. This is not in accordance with the procedure laid down in the letter referred to above. While addressing 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 Deputy Inspector General of Police, C.I.D. who after doing the needful have to send the papers to the District Magistrate. The attestation forms are not to be sent direct to the District Magistrate. It has also come to notice that in most of the cases only one attestation form is being sent, whereas instructions provide for the despatch of two attestation forms. The idea of prescribing time schedule is to cut down delay in verification of character and antecedents to the minimum, but by not following the procedure prescribed therein, the departments concerned are themselves causing additional delay. I am directed to bring these instructions to your notice once again for strict compliance. Default in this behalf will be seriously viewed.

5. You are requested to bring these instructions to the notice of all officers under your control including the quasi-Government organisations, public sector undertakings, autonomous bodies etc. and request them to comply with these instructions scrupulously.