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**No. 52/06/2018-2HR-III
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(Human Resources-III Br.)**

Dated, Chandigarh, the 11th October, 2024.

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: Provisional Appointment before verification of character and antecedents, without medical certificate of fitness of newly recruited candidates selected for appointment to civil posts in any Department/Board/Corporation under the Haryana Government.

Sir/Madam,

I am directed to say that as per provision in rules/instructions no person can be appointed to Government service without his verification of character and antecedent, medical certificate of fitness. etc. which may take time in months when candidates are recommended by HPSC/HSSC in large scale. It becomes difficult for the concerned authorities to issue the certificates within a very limited period. With a view to avoid undue delay in joining, it has been decided by Government that Provisional Appointment Letters may be issued to all the candidates recommended by HPSC/HSSC for a post of Group A/B/C/D subject to following :-

Sr. No.	The existing provision of Service Conditions being relaxed	Relaxed Provision and Time limit
(1)	Regarding Provisional Appointment without verification of character and antecedents following provision exists in Para IV of CS's instructions dated 23.06.2022 :- <i>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.</i>	Provisional Appointment letter without verification of character and antecedent subject to completion of the said verification within three months from the date of joining.

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.	
(2)	<p>Rule 9 of the Haryana Civil Services (General) Rules, 2016 read as under :-</p> <p>Rule 9. Medical certificate of fitness for first entry into Government service.— Except as otherwise provided in these rules, no person may be appointed to a post in Government service without a medical certificate of fitness of health in the prescribed form obtained from the competent medical authority according to the medical standards not lower than those required for the post on which he has been appointed.</p>	Provisional Appointment letter without Medical Certificate of Fitness subject to production of the said certificate within a period of two months from the date of joining.
(3)	Matching of Biometric/Facial Verification Attendance sent by HSSC/HPSC for the purpose to send the same to HSSC/HPSC.	Provisional Appointment letter subject to Matching of Biometric/Facial Verification Attendance within two weeks from the date of joining.

2. It must also be specifically mentioned in the Provisional Appointment Letter that in case of unfitness in any of the above said conditions, the services of newly appointed employee will be terminated immediately without any notice.

3. These instructions may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,


 Superintendent Human Resources-III
 for Chief Secretary to Government, Haryana.

Endst. No. 52/06/2018-2HR-III

Dated: Chandigarh, the 11th October, 2024

A copy is forwarded to the following for information :-

1. Secretary, Haryana Public Service Commission, Panchkula.
2. Secretary, Haryana Staff Selection Commission, Panchkula.


 Superintendent Human Resources-III
 for Chief Secretary to Government, Haryana.