

Copy of letter No.2502-G-51/3389, dated the 11th June, 1951 from the Chief Secretary to Government, Punjab, to all Heads of Department, etc.

Subject: Verification of character and antecedents of persons before their first appointment to Government service.

In supersession of Punjab Government Endst.No. 12281-PG-50/9395, dated the 30th October, 1950, on the subject of "Possibility of Muslims who opted finally for Pakistan joining service in the Indian Union Under assumed names", I am directed to say that the State Government have under consideration the question of the verification of character and antecedents of candidates for appointment in civil posts under the Punjab Government and have decided that the policy explained below should be adopted:-

2. Determination of suitability of persons for appointment Government Service. Every candidate for appointment to a post under the Punjab Government should, before he is appointed - whether in a permanent or temporary capacity, satisfy 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 following principles are of general application and should be observed in determining a person's suitability for appointment:-

- (a) 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 Punjab Govt.
- (b) 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 nature of their appointment. Ordinarily 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. Participation in such activities at any time 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.

3. Method of verification (a) Before a person is appointed in Government service, whether against a gazetted or a non-gazetted appointment, his character and antecedent must be verified by the appointing authority through the Superintendents of Police, or the District Magistrate of the District or locality of which he is a permanent resident. If within three years of the date of enquiry he has resi-

General, Criminal Investigation Department, Punjab, for verification of the antecedents of the person concerned.

(b) As regards the verification of class IV Government servants it has been decided to leave the matter at the discretion of the appointing authority. The latter may either dispense with the verification of antecedents of these persons or have them verified as in the case of ~~the~~ other Government servants or require the persons concerned to produce a certificate of good character in the enclosed form No.1, from a gazetted officer or a Magistrate. The appointing authority should, however, ensure that no person of an undesirable or questionable character is recruited to a class IV post (e.g. peon etc.) in a Government office.

4. In order, however, to ensure that the police ~~are~~ regarding disqualification of persons for purposes of entry into Government service may be uniform, all cases in which it is proposed to debar from appointment under Government should be referred to the Administrative Department concerned. The concurrence of the Administrative Department may, however, be assumed in respect of person coming under paragraph 2(a) above and cases of such persons should not be referred to that Department unless it is proposed to treat the person concerned as eligible for appointment.

5. Steps to ensure that ~~as~~ a person debarred from employment does not secure employment under the State Government (1) 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 or 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 Political Department giving detailed particulars of the persons concerned in the enclosed form (no.2). A list of such persons will be maintained by Government and circulate half-yearly to all Heads of Departments, etc. The Head of Departments, etc. should on their part, consult such list at each time selections are made in their respective departments in order to preclude the possibility of a disqualified person joining service in any Department.

(2) In order to safeguard against the employment under the State Government of a disqualified person all candidates should be required to fill in the enclosed form (no.3) before their appointment.

FORM NO.1  
CHARACTER CERTIFICATE

Certified that I know Shri \_\_\_\_\_ Son of  
Shri \_\_\_\_\_ for last \_\_\_\_\_ years and  
\_\_\_\_\_ months and that to the best of my knowledge and belief  
he bears a reputable character and has good antecedents and I  
consider him suitable in all respects for Government service.

2. Shri \_\_\_\_\_ is/is not related to me.

Place \_\_\_\_\_ (Signature) \_\_\_\_\_  
Dated the \_\_\_\_\_ Designation \_\_\_\_\_

FORM NO.1

FORM NO.2

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

| Sr.No. | Name, father's name, caste, religion and residence. | Age and date of birth. | Description of post held. | Reason for discharge/ dismissal. | Whether re-employed under Govt. | Remarks |
|--------|---|------------------------|---------------------------|----------------------------------|---------------------------------|---------|
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