

Copy of letter No. F.3/3(S)/62-Est. B, dated the 4th October, 1962 from the Joint Secretary to the Government of India, Ministry of Home Affairs New Delhi-11 to the Chief Secretaries of all State Governments/Union Territories.

Subject:- Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India-
Procedure regarding.

I am directed to invite a reference to this Ministry's Secret letter of even number dated the 20th November, 1962 on the above subject and to paragraph 3 of Shri L.P. Singh's D.O. letter No. 20/25/62-AD(I), dated the 12th March, 1963 and to say that a doubt has been expressed by some State Governments whether the District Magistrate/Deputy Commissioner should consult the police authorities and Deputy Inspector General, Criminal Investigation Department in each case before a report is sent to the appointing authority.

2. The matter has been examined further and it has been decided that as a fully documented political record of the undesirable political activities of an individual is only found with the Deputy Inspector General, Criminal Investigation Department, a confidential reference should invariably be made to the Deputy Inspector General, Criminal Investigation Department. Similarly, to check up the criminal record of a candidate, the District Superintendent of Police should invariably be consulted.

To the above extent the procedure suggested in paragraph 3 of Shri L.P. Singh's D.O. letter of 12th March, 1963, stands modified.

3. It is necessary to emphasize the difference between the District Magistrate submitting his report after making a reference to the Criminal Investigation Department and to the local police records, and getting local enquiries made either through his own agencies or through the Superintendent of Police. There can be no legitimate objection to the Criminal Investigation Department and the local police records being consulted ~~if~~ provided this is done confidentially, and provided ~~that the District Magistrate is free to exercise his own judgment.~~ further that it is clearly understood that the District Magistrate is free to exercise his own judgment. But enquiries made from individuals etc. in the locality where a candidate resides or had resided are likely to cause offence and should be avoided except in the few cases in which they appear necessary in the light of entries in the Criminal Investigation Department/police records. Even in these cases, enquiries should be made by a responsible officer and as discreetly as possible.

4. It has been brought to the notice of this Ministry that while forwarding the attestation form to the District Police authorities and the State Criminal Investigation Departments, the District Magistrates do not

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information, the police authorities find it difficult to make their recommendation regarding the suitability of the candidate, especially when there is some adverse information about him on record. If the appointments are to be made in sensitive posts, the police may have to adopt a stricter standard than in the case of appointments/posts involving lesser security risks. It is, therefore, necessary that the District Magistrate/Deputy Commissioner should always indicate in the reference to the District Police/Criminal Investigation Department authorities, the name of the appointing authority and the post for which the candidate is being considered. This information is generally given by the appointing authority at the time of making a reference to the District authorities.

PINJAB GOVERNMENT

No. 9155-ASII-63/2367, dated Chandigarh, the 31st January, 1964.

A copy alongwith a copy of letter No. 3023/62-ALS(I) dated the 12th March, 1963 forwarded to:-

- 1) All Heads of Departments in the Punjab;
- 2) All Administrative Secretaries to Government Pb.
- 3) The Registrar, Punjab High Court, Chandigarh;
- 4) Commissioners of Divisions in the Punjab;
- 5) All District Magistrates in the Punjab;
- 6) All District & Sessions Judges in the Punjab and
- 7) Deputy Inspector General of Police, CID, Punjab

for information and guidance in continuation of Punjab Government endorsement No. 5181-ASII-63/2367, dated the 20th June, 1963.

(For District Magistrates only :- It may kindly be ensured that the verification forms are returned within one month of their receipt from the Union Public Service Commissioners.

31/- J.C. Khanna,
Superintendent Administrative Serv:
for Chief Secretary to Government, Punjab.

No. 9155-ASII-63/2367, Dated Chandigarh, the 31st Jan. 1964.

Copy with a copy of the enclosure forwarded to all Financial Commissioners in the Punjab, for information, in continuation of Punjab Government U.O. Endorsement No. 3181-ASII-63, dated the 5th July, 1963.

30/- J.C. Khanna,
Superintendent Administrative Services
for Chief Secretary to Government, Punjab.

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No. 9155-ASII-63/2367-A, dated Chandigarh, the 31st January, 1964.

Copy forwarded to the Joint Secretary to Government of India,
Ministry of Home Affairs, New Delhi, for information.

Sd/- J.C. Sharma,
Superintendent Administrative Services I I,
for Chief Secretary to Govt. Punjab.