

(8)

No. 1824-S-69/9201

From

The Chief Secretary to Government, Haryana.

To

i) All Heads of Departments; Commissioner, Ambala Division; and all Deputy Commissioners in Haryana.

ii) The Registrar High Court of Haryana and Punjab

and all District & Sessions Judges in Haryana.

Dated Chandigarh the 22 May, 1969

Subject:- Procedure regarding the verification of character and antecedents of persons recommended by the Haryana Public Service Commission for appointment to Government services.

Sir,

I am directed to invite reference to the instructions issued by the composite Punjab Government about the procedure to be adopted for the verification of character and antecedents of persons prior to their first appointment to Government service. According to these instructions it is necessary that, before a person is appointed to Government service, his character and antecedents should be verified by the appointing authority through the District Magistrate of the district of which he is a permanent resident. Moreover, the District Magistrate is required, before making his report, to consult the Superintendent of Police and also the Deputy Inspector General of Police, Criminal Investigation Department.

2. The present procedure is that the Public Service 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 D.I.G. (CID), makes a report to the appointing authority about the suitability of the candidates. The instructions are that the District Magistrate should send this report within a period of one month, but ordinarily about three months are taken, and as the candidates cannot be appointed until the reports are received heavy delay occurs in their appointment.

3. In order to avoid such delay which for obvious reasons causes difficulty and is undesirable it has been decided that the procedure set out below, should be adopted in this respect:-

(i) Two copies of the attestation form should be attached to the application form itself and all candidates should be required to fill in this form also when they make their applications.

(ii) At the top of the attestation form, the words

- (iv) The Commission should forward the application form including the attestation forms to the Departments concerned along with its recommendations.

If the candidate recommended is finally selected, the Department should, besides completing the other formalities regarding medical test etc., address the District Magistrate concerned simultaneously for the verification of his character and antecedents. This letter should specifically mention the name, parentage and complete address of the candidate. A copy of the communication addressed to the District Magistrate, should be endorsed to the Superintendent of Police concerned and to the DIG(CID) Haryana along with a copy each of the attestation form, and it should be requested that their verification reports should be sent to the District Magistrate according to the time schedule laid down in para 4 below. When subsequently the verification reports are forwarded to the District Magistrate, a copy of the covering letter should also be endorsed to the Department concerned. On receipt of the reports from the Superintendent of Police/ the DIG(CID) Haryana, the District Magistrate should pass them on to the Department adding therein his own comments, if any, within a maximum period of 4 days. If the reports of Superintendent of Police/DIG(CID) are not received within the prescribed period, the District Magistrate should pursue the matter with them. Moreover, while these reports are awaited, the District Magistrate may make his own independent inquiries in the matter, if he so desires.

4. It may be noted that time to be taken at the various stages will be as given below and it should be ensured that the schedule is adhered to strictly:-

- (1) Transit from the Head of the Department to the office of the D.M., the S.P. and the DIG(CID). ... 2 days.

- (2) Transit to the branches concerned of these offices. ... 1 day.

- (3) (a) (For office of the D.M. only). Time allowed for independent enquiries, if necessary, by the D.M. ... 9 days.

- (b) (For office of the DIG(CID) only). Time allowed for verification and for report reaching the D.M.'s office. ... 9 days.

- (c) (i) (For office of S.P. only). Time allowed for despatch of the attestation form to S.H.O.(s) concerned ... 2 days.

- (ii) Time allowed to S.H.O.(s) for verification and for report reaching the S.P.'s office. ... 15 days.

- (iii) Time allowed for the S.P.'s final report reaching the D.M.'s ... 3 days.

(20)

-: 3 :-

(6) Transit to Head of Department.

... 2 days.

Total time

29 days.

5. In case the Head of Department concerned does not receive the verification report from the District Magistrate within a period of one month, he should send him a reminder endorsing a copy thereof to the Commissioner, Ambala Division. Furthermore, in order to avoid the loss of attestation forms in transit, these forms should be sent under registered cover.

6. The Commissioner, Ambala Division and the D.I.G. of Police, Ambala range, are also requested to check up such cases at the time of inspection of the offices of the District Magistrates and the Superintendents of Police respectively, and to ensure that these are disposed of expeditiously and without delay.

7. Attention may also be invited to the instructions contained in paragraph 2 of Government of India, Ministry of Home Affairs' letter No. F.3.3/6/60-B dated the 17.5.1960 circulated vide composite Punjab Government circular Memorandum No.12861-12939/VDSB/My dated the 9.6.1960, which instructions require that the verification should not be made by S.P./DIG(CID) direct and the District Magistrate should be the authority to consolidate the reports, and make independent enquiries and add his comments, if necessary. This is provided for in the present procedure according to which the Superintendent of Police and the DIG(CID) are required to forward their reports through the District Magistrate.

Yours faithfully,

*Jibchan Singh*

Deputy Secretary Political & Services,  
for Chief Secretary to Government, Haryana.

....

A copy each is forwarded to :-

- i) The Financial Commissioner (Revenue), Haryana;
- ii) All Administrative Secretaries to Government, Haryana.  
for information.

*Jibchan Singh*

Section Officer (Services)  
for Chief Secretary to Government, Haryana.

To

- i) The Financial Commissioner (Revenue), Haryana.
- ii) All Administrative Secretaries to Government, Haryana.

U.O.No.1824-S-69 dated Chandigarh, the 22nd May, 1969.

A copy is forwarded to the Chief Secretary to Government, Haryana (in Administrative Reforms Branch) for information with reference to U.O. No. 1824-S-69.