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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 & Hissar Divisions, all Deputy Commissioners, D.I.G. (CID), & Sub Divisional Officers, and extra.

Subject:- Verification of Character & 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 two communications received from the Department of Personnel & 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

- (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 indentivity 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 Augst, 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 being strictly adhered to. Amongst other

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District Superintendent of Police and the D.I. 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 you/^rnotice 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.
