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Copy of letter No. 18011/1(S)75-Estt.(B), dated the 1st August, 1975, from the Director, Government of India, Cabinet Secretariat, Department of Personnel & Administrative Reforms, New Delhi to the Chief Secretaries of all States Administrations & Union Territories. etc. etc.

Subject:- Verification of Character and antecedents of candidates selected for appointment to Civil posts under the Govt., of India-Secrecy of Police reports and criteria to be observed in determining the suitability.

to

Attention is invited this Department's secret O.M. No. 18011/1(S)/75-Est(B), dated 1.8.1975 (copy enclosed) on the subject noted above reiterating the criteria to be observed for determining the suitability of candidates for appointment. I am to request that the State Govt., may advise the authorities concerned to verify the Character and antecedents of the candidates selected for appointment under the central Govt., regarding whom references are made by the authorities concerned, to the State Govt., with specific reference to the Criteria mentioned at (a) and (b) of para 1 of MHA OM No. 3/8(S)-Ests. (B). dated Sept. 27, 1967, which have also been reiterated in the enclosed O.M.

2. It is also suggested that the State Govt. may consider reiterating their instructions, if any, adopting similar principle in regard to the verification of character and antecedents of candidates being considered for appointment to civil posts under the State Government.

3. In actual practice, it has been observed that it takes a long time for completing the formalities of verification of character and antecedents and sometimes it was not possible to wait till the procedure of verification was completed particularly when large number of candidates have to be appointed every year. The State Government are requested to impress on all the authorities concerned under the State, the need for expediting the verification of character and antecedents of candidates. If these are expeditiously verified the need for appointing persons in Government service without verification of their character and antecedents will be obviated.

4. The receipt of this letter may please be acknowledged and the action taken by the State Government in this regard may please be intimated at an early date.
