

Government of Orissa  
General Administration Department

Memo. No. 24197 Gen., Dated 25.12.57

All Departments of Government  
Heads of Departments  
District Officers  
Secretary to Governor of Orissa  
Registrar, Orissa High Court.

Sub:- Verification of character and antecedents before appointment.

The undersigned is directed to say that instructions of Government laying down the procedure for verification of character and antecedents of Government servants before appointment were issued in erstwhile P&S Deptt. Memo. No. 1185 gen dt. 14.9.57 and memo. no. 17139(70)-Gen., dated 2.12.50.

2. It was indicated therein that detailed verification of character and antecedents was necessary for appointment to certain categories of Class III and Class IV posts and in other cases appointments to class III and class IV posts were to be made on production of character certificates from two gazetted officers of the Central and State Government attested by the District Magistrate or Sub-Divisional officer or officers superior to them. However it has become difficult to adhere to this procedure as the workload of the District Magistrate and Sub-divisional Officer has increased considerably since then.

3. In the changed circumstances, it has been decided after due consideration that it would be sufficient if two character certificates from two gazetted officers not below the rank of Class II officer are produced by the candidates for appointment to class III and class IV posts.

4. The same procedure may also be followed by the Health and other concerned Departments for counter-signature of the declaration forms of the candidates seeking admission to Medical and Engineering Colleges.

5. The sub-ordinate appointing authorities may be instructed accordingly.

*G. Jayaraman*  
Special Secretary to Government.  
22.12.57

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