

179

257 11

GOVERNMENT OF ORISSA  
POLITICAL AND SERVICES DEPARTMENT.

125

Memo No. 2R/1/21/60-6937(88)/Gen.,  
Bhubaneswar, the 23rd June 1960.

To

All Departments of Government (All branches of P&S Department/All District Officers/All Heads of Departments.

Sub:-

Verification of Character and antecedents of candidates selected for appointment under the Government - Production of identity certificates.

ict  
l

...

The undersigned is directed to invite a reference to Home Department Memo No. 18521(70)A dated 24.11.54, on the subject noted above and to say that, it was prescribed that candidates for employment under Government should submit certificates from Gazetted Officers of the Central or State Government or a member of the Central or the State Legislature or other similar trustworthy source who can certify from personal knowledge to the identity of applicant and the correctness of the particulars furnished by him. Government have now been pleased to extend the authority to sign such identity certificates to the following persons also.

1. Principals of Private Colleges, and Headmasters of recognised High Schools and Middle Schools.
2. Post-Masters (full time Government servants and not extra departmental post-masters)
3. Gram Panchayat Inspectors.

It is requested that the above fact may be brought to the notice of all appointing authorities under their control.

*[Signature]*  
DEPUTY SECRETARY TO GOVT.

Subject:- Verification of character and antecedents of candidates  
for employment in civil posts under the Government of  
India - Procedure regarding.

I am directed to invite a reference to this Ministry's  
letter No.F.3/16/58-Est.B dated the 9th April, 1959 on the subject  
mentioned above and to say that the Government of India have  
since reviewed the procedure for the verification of character  
and antecedents of candidates selected for appointment to civil  
posts under them and have since decided to modify the procedure  
to the extent indicated below.

Instead of sending the Attestation Forms of the candidate  
for verification of character and antecedents to the authorities  
specified in the annexure to the letter referred to above, the  
forms will, in future, be sent to the District Magistrate/Deputy  
Commissioner concerned. It will be for the District Magistrate/  
Deputy Commissioner to consult the State D.I.G., C.I.D. and the  
district police authorities concerned to find out from them,  
if they have in the records anything adverse against the candidate.  
The District Magistrate/Deputy Commissioner, may, if there is any  
adverse entry in the records or if there are grounds for reasonable  
suspicion, conduct discreet field or on the spot verification and  
communicate the result to the appointing authority direct. Where  
an adverse recommendation is made by a District Magistrate/Deputy  
Commissioner, brief grounds for recording such an opinion should  
be given, while returning the Attestation Form to the appointing  
authority. It has been decided that no references will be made  
by the appointing authorities direct to the district police  
authorities or the D.I.G., C.I.D. of the State. A copy of the  
Office Memorandum issued to the Ministries is enclosed for the  
information of the State Government.

2. It has been noticed that very often the process of  
verification is considerably delayed which results in inconvenience  
to the appointing authorities as in some cases the candidates  
selected possess very good qualifications and are not willing to  
wait a long for formal offers of appointment. Normally, it should  
not be difficult to complete the verification within six to eight  
weeks at the most.

3. I am to request that the new procedure may kindly be  
brought to the notice of the district authorities concerned and  
instructions may be issued to them for rendering necessary  
assistance in the matter. A copy of the instructions issued  
by the State Government may please be made available to the Govt.  
of India.

Subject:- Verification of character and antecedents of candidates selected for appointment under Government of India - Change in the procedure regarding.

The undersigned is directed to say that according to this Ministry's Secret Office Memorandum No.20/58/45-Ests(S) dated the 7th February 1947 as modified by Office Memorandum No.56/50/54-Est.B., dated the 25th September 1954 on the subject mentioned above, references on verification of character and antecedents of candidates for Government service should be made to the District Magistrates who would forward the report to the authority making the reference, through the Deputy Inspector General, Criminal Investigation Department of the State concerned. It was further prescribed in this Ministry's Office Memorandum No.3/28/55-Est.B dated the 21st October, 1955 that the advance copy of the reference made to the district authorities should be sent to the D.I.G.C.I.D. of the State concerned to enable the latter to keep the information ready and to remind the district authorities, if necessary in the matter, in case of delay. Subsequently in this Ministry's Office Memorandum No.F.3/28/55-Est.B dated the 25th September, 1956 as amended from time to time the appointing authorities were requested to make references to the District Superintendent of Police of the district direct instead of the District Magistrate/Deputy Commissioner.

2. The subject has now been reviewed by this Ministry and it has been decided that, in future, the following procedure should be followed by the appointing authorities.

Instead of sending the Attestation Forms filled by the candidates for verification of character and antecedents to the District Superintendent of Police of the districts concerned, the forms should be sent only to the District Magistrate/Deputy Commissioner of the districts. It will be for the District Magistrate/Deputy Commissioner to consult the D.I.G. C.I.D. of the State and the District Superintendents of Police concerned to find out from them, if they have in their own records anything adverse against the candidate. The District Magistrate/Deputy Commissioner may, if there is any adverse entry in his records or if there are grounds for reasonable suspicion, further conduct discreet field or on-the-spot verification and communicate the result to the appointing authority direct. Where an adverse recommendation is made by the District Magistrate/Deputy Commissioner, brief grounds for recording such an opinion should be given, while returning the Attestation Form to the appointing authority.

In no case ~~should~~ should the appointing authorities refer any case direct to the District Superintendent of Police or the D.I.G. C.I.D. in the matter of verification.

3. The Ministry of Finance etc., are requested to bring the above procedure to the notice of all the appointing authorities under their control.

Sd. S. Shukla,

Deputy Secretary to the Govt. of India