

SECRET.

GOVERNMENT OF ORISSA,  
POLITICAL AND SERVICES DEPARTMENT.

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Memo No. 2R/1-20/62. 2780-(97) GEN.

Dated, Bhubaneswar the 3rd March, 1962.

To

All Departments of Government/P.&C.(CD) Deptt./  
P.&C.(GP) Department/Home(PR) Deptt./All Sections  
of P. & S. Department  
All Heads of Department  
All District Officers  
Secretary to Governor/Registrar, Orissa High Court/  
Secretary, Public Service Commission/Secretary,  
Orissa Legislative Assembly.

Subject:- Verification of character and antecedents.

The undersigned is directed to issue the following further instructions regarding verification of character and antecedents of the persons for information and guidance.

Verification of character and antecedents of candidates (Indian Nationals) who have lived or living abroad for appointment to posts under Government.

Some doubts appear to have been felt in regard to the correct procedure to be followed in verifying the character and antecedents of candidates (Indian Nationals) who have lived abroad for some years preceding their appointment to posts and services under Government.

If the person concerned has lived in India as well as abroad during the five years preceding his appointment the Departments concerned should follow the normal procedure for verification of character and antecedents from the authorities concerned in India. In regard to the periods of stay abroad, enquiries should however be addressed to the Intelligence Bureau, Ministry of Home Affairs, through their respective Departments, who should be furnished with full particulars of the person concerned including the home address in India and his addresses abroad.

Member of staff engaged in top secret work.  
Re-verification of character and antecedents of -

Under the existing orders, the character and antecedents of candidates for class I and Class II services as well as of candidates for employment in the ministerial staff of

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of the State Secretariat and attached offices are verified prior to appointment. In the case of candidates for appointment to other services and posts, whether detailed verification should be made or not is a matter within the discretion of the Departments concerned.

Even where detailed verification is made at the time of the initial appointment, it has now been decided that before employees are transferred to Top secret sections and are allowed to handle Top secret work, they should be verified again by a further reference, to the district authorities, concerned provided that the earlier verification was not within a period of two years from the date of employment in the top secret work. This process should be repeated at intervals of two years where the persons concerned continue to be employed on such work for longer periods. The procedure to be followed, when a reference is made to the district authorities will be the same as in the case of initial appointment, but the letter asking for re-verification should indicate that the persons concerned are engaged or likely to be engaged on Top secret work.

It is not necessary to reverify all the employees who at one time or other are liable to be transferred to Top secret sections. It will be sufficient to confine the re-verification to -

- (a) persons who are already engaged on Top secret work and;
- (b) persons who are actually to be transferred to sections dealing with such work.

As regards the latter, the persons concerned should, as far as possible, be reverified when they are proposed to be transferred and before they are actually engaged on Top secret work. If, however, in the exigencies of administration sufficient notice of such persons is not available and prior re-verification is not possible, steps should be taken immediately after the transfer to reverify them.

In cases where the Department feel that verification is unnecessary because there can be no doubt at all in this

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respect, reference should be made to this Department who will decide, in consultation with the D.I.G., C.I.D. if necessary whether re-verification should be made in the usual manner or whether such verification may be dispensed with.

These may be brought to the notice of all subordinate authorities accordingly.

*R. K. Chaturvedi* 2.3.62

Joint Secretary to Government.

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