

GOVERNMENT OF ORISSA
POLITICAL AND SERVICES DEPARTMENT

Memo. No. 2R/1-40/57 11852(74) Gen.

Bhubaneswar the 14th September, 1957.

To

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

Subject :- Verification of character and antecedents of Government servants before appointment.

The undersigned is directed to invite a reference to Book Circular No. 11 issued in Home Department Memo. No. 8697(34)A., dated the 19th September, 1947 [as modified by Home Department Memo. Nos. 2987(68)A., dated the 4th March, 1953, and 18521(70)A., dated the 24th November, 1954]. Government have carefully considered the existing procedure for verification of character antecedents and decided as follows :-

(a) Detailed verification of character and antecedents is necessary in the following cases -

- (i) appointment to class I and class II posts,
- (ii) appointment to ministerial posts in the State Secretariat and attached offices,
- (iii) appointment to class III and class IV posts where such verification is considered particularly necessary in the interest of security and
- (iv) in cases of candidates who are unable to produce character certificates.

(b) Prior verification of antecedents and character entry into Government service when required shall be made if it involves a certain amount of delay. In exceptional cases however, except where the appointment is against a permanent post or in a long term vacancy, the Departments may make appointments on a purely provisional basis simultaneously take steps to verify the appointment to be used in such cases the result of verification of service shall

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 and allowances in lieu of notice. Form 'B' enclosed herewith should be issued. In cases where it may become necessary to terminate the services on account of adverse ~~xxx~~ report the fact that action is being taken on the results of police report should not be divulged to the employee nor should the nature or substance of the reports received from the police be communicated under any circumstances to the employee.

(c) While accepting the need for prior verification, Government consider that the delay in conducting verification should be minimised. As delays in verification results in holding up recruitment of personnel, which is often urgently required, and cause administrative difficulty, specially in the present tempo of recruitment, the local inquiry for such verification has been dispensed with. The Superintendent of Police and the D.I.G. C.I.D. will have to carry out the checks from the records available with them.

(d) Government have further decided to introduce a change in the channel through which the reference is to be routed for verification of antecedents and character. According to this procedure, a reference regarding verification should be addressed to the District Superintendent of Police concerned and an advance copy of the reference should be sent to the D.I.G. C.I.D. and to the District Magistrate to ensure double check of the delay. The Superintendent of Police should forward the reference to the D.I.G. C.I.D. through the District Magistrate. Such references should be disposed of by the District authorities as quickly as possible and in any case the time limit should not exceed two weeks. The whole process of verification should be completed at the outside within six weeks.

(e) According to the existing orders of the Government verification of all ministerial staff (other than those in the Secretariat and attached offices) need not be undertaken, but they should be provided with certificates from two

Gazetted officers of the Central or State Government.

After considering the question whether this procedure provides sufficient safeguard against infiltration into service of subversive elements (especially of those categories who have such infiltration as a basic objective Government have decided that in

case of candidates for class III services and Class IV posts under the State Government only certificates attested by District Magistrate, Sub-divisional Magistrates or their superior officers should be accepted. Attestation will imply that the certificate is from a reliable person and not that the District Magistrate, et, has verified the statement made.

2. The above instructions will supersede previous instructions on the subject wherever such previous instructions are inconsistent with these instructions.

3. All authorities subordinate to them may be informed accordingly.

ADDITIONAL SECRETARY TO GOVERNMENT.

Mem. No. 1153(8) Bhubaneswar, the 14/9 Sept. '57.

Copy forwarded to all branches of the Political and Services Department for information.

ADDITIONAL SECRETARY TO GOVERNMENT.

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