

पत्र सं०-05/सी०-01/2012 गृ० आ०

बिहार सरकार

गृह विभाग

(आरक्षी शाखा)

प्रेषक,

रंजन कुमार सिन्हा  
सरकार के अपर सचिव।

सेवा में,

सभी जिला पदाधिकारी  
सभी जिला पुलिस अधीक्षक।

पटना, दिनांक

विषय :- भारत सरकार के अन्तर्गत असैनिक सेवायें एवं पदों पर नियुक्त पदाधिकारी एवं कर्मियों के पूर्ववृत्त एवं चरित्र सत्यापन के संबंध में।

महाशय,

निदेशानुसार उपयुक्त विषयक कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय (कार्मिक एवं प्रशिक्षण विभाग) भारत सरकार, नई दिल्ली के कार्यालय ज्ञापन संख्या क्रमशः 18011/2 (S)/2016- Estt (B) दिनांक-09.12.2016 एवं 18011/2 (S)/2016- Estt (B) दिनांक- 30.06.2016 (अद्यतन अभिप्रमाणन प्रपत्र सहित) संलग्न करते हुए कहना है कि भारत सरकार के अन्तर्गत असैनिक सेवायें एवं पदों पर नियुक्त पदाधिकारी एवं कर्मियों के पूर्ववृत्त एवं चरित्र सत्यापन के संबंध में उक्त कार्यालय ज्ञापनों में दिये गए दिशा निर्देश के अनुरूप विषयांकित मामलों में कार्रवाई करने की कृपा की जाय।

अनु०-यथोक्त ।


विश्वासभाजन

ह०/-

सरकार के अपर सचिव।

ज्ञापांक- 05/सी०-01/2012 गृ० आ० ५५२ पटना, दिनांक २०/१/१७

प्रतिलिपि :- आई०टी० मैनेजर, गृह विभाग बिहार, पटना को अनुलग्नक सहित सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

  
सरकार के अपर सचिव।

SECRET

SECRET

IMMEDIATE

(16)

*Pr. Secy. GAD. Home*

No.18011/2(s)/2016-Estt (B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

16 DEC 2016

North Block, New Delhi.  
Date 9<sup>th</sup> December, 2016

OFFICE MEMORANDUM

AS(P)

**Subject:** Revision of policy of verification of antecedents and character during the recruitment process of Government employees.

*23/12/16*

The undersigned is directed to invite a reference to this Department's O.M. of even number dated 29<sup>th</sup> June, 2016, partially modifying DOPT O.M. No. 18011/9(s)/78-Estt(B) dated 2<sup>nd</sup> July, 1982. The modification was a citizen-centric step towards Minimum Government and Maximum Governance.

प्रधान सचिव, बिहार  
23 DEC 2016  
बिहार, पटना-800012

All State Governments / UTs are requested to intimate to the undersigned, latest by 26<sup>th</sup> December, 2016, the action taken in this regard and as to how far this initiative has served the intended purpose of:

- (d) cutting down delays
- (e) avoiding harassment
- (f) reducing corruption

प्रधान सचिव  
दिनांक: 23/12/16  
पत्रिका/सं. 3860  
प्रस्ताव/सं. 3860  
23 DEC 2016

*N. Sriraman*

(N. Sriraman)  
Director (E-II)  
Tel.No.23094637

Encl: As above

6517/A.S.  
23-12-16

To

6517/A.S.  
23-12-16

(i) The Chief Secretaries of the State Governments / Administrators' of Union Territories.

S.O.S  
*[Signature]*

*[Signature]*  
28-12-16

28  
9/1/17

SECRET

No. 18011/2(s)/2016-Estt. (B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-110001  
Dated: 29<sup>th</sup> June, 2016.

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Office Memorandum

**Subject:** Attestation form for verification of character and antecedents prior to appointment in Government service - regarding.

The undersigned is directed to state that a large numbers of officials are appointed to civil services and posts under the Government of India through transparent selection process conducted by various recruiting agencies. As per existing provisions, the appointing authorities undertake an exercise of verification of the character and antecedents of the candidates before formal appointment orders. The verification is done by the various authorities like the District Magistrates/Commissioner Police/Superintendent of Police.

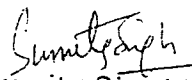
2. It is observed that the process of verification of character & antecedents often takes two to six months time, which results in undue delay in issue of appointment orders and consequent filling up of the post. The candidates also face problems in obtaining certification from the designated authorities.

3. Government of India is committed to good governance which is citizen centric. The overall vision of the Government of India is minimum Government and maximum governance. To achieve this vision, it has been decided to have reform in the policy of prior character verification through partial modification of O.M No.18011/9(s)/78-Estt.(B) dated 2<sup>nd</sup> July, 1982. It has been decided that now the verification of character & antecedents will be carried out, but the issue of appointment letters need not be withheld pending such verification. The appointing authorities will issue provisional appointment letters after obtaining the filled and duly signed attestation form and self declaration from the candidate. The verification of character and antecedents have to be completed by the concerned district authorities within 6 months so that the provisional appointment can be confirmed. Accordingly, the attestation form has been revised and enclosed as Annexure. Copy of the latest instruction is enclosed herewith.

4. As per the revised instructions in case the verification report is not received within six months then the matter will be referred to Director General of Police of the concerned State asking to provide the verification report in three months. Beyond that, the Union Home Ministry will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation on the provisional appointment letter is taken.

5. It is requested that the matter be examined by the State Governments for taking similar initiative in the States for an appropriate decision. The State Government may accordingly consider modifying the policy and issuing necessary instructions.

5 This issues with the approval of the competent authority

  
(Sumita Singh)

Deputy Secretary to the Government of India

Encl: As above

To

The Chief Secretaries of the State Governments / Administrators' of Union Territories.

ATTESTATION FORM

<p style="text-align: center;">       _____        Affix signed        Passport size        ( 5 cms. X 7 cms.)        Approx. copy        of recent        photograph        _____     </p>	<p>1.</p> <p>2.</p> <p>3.</p>	<p style="text-align: center;"><b>"WARNING"</b></p> <p>The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>If detained, arrested prosecuted, bound down, fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information</p> <p>If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated".</p>	
1.	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname):	Surname	Name
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):		
3.(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters)		
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.		
4.	Adhar Card No. (if available)		
5.	PAN No. (if available)		
6.	Nationality		
7.(a)	Date of Birth		
(b)	Present age		
(c)	Age at Matriculation		
8.(a)	Place of birth, district and state in which situated		

(b)	District and State to which you belong					
(c)	District and State to which your father originally belong					
9.(a)	Your Religion					
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the proceeding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					
From	To	Residential Address in full (i.e. Village Thana & District or House No. Lane/Street/Road & Town		Name of the District Head Quarter or the place mentioned in preceding column.		
11.	Name (in full & aliases if any	Nationality (by birth & or by domicile	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead vive last address	Perma- nent Home address
a) Father						
b) Mother						
c) Spouse						
12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:					
Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column		
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 <sup>th</sup> year of age:					
Name of School/College (with full address	Date of Entering	Date of Leaving	Examination Passed			

14. (a)					Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service	
From	To				
14. (b)					
If the previous employment was under the Government of India/a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.					
If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent dates(s), before your service actually terminated?					
15. (i)	(a)	Have you ever been kept under detention?			Yes/No
	(b)	Have you ever been arrested?			Yes/No
	(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)			Yes/No
	(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation form?			Yes/No
	(e)	Have you ever been convicted by a court of Law for any Office?			Yes/No
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?			Yes/No
	(g)	Have you ever been rusticated by any University or any other educational authority/institution?			Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?			Yes/No
(ii)		If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:			
Notes:					
	(i)	Please also see the 'WARNING' at the top of this Attestation Form			
	(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be			
16.	Names of two responsible person of your locality or two references to whom you are known:			1)	

