

Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

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No. Per(AP.B)A(3)-1/95

Dated Shimla-171 002, 22-07-2016

OFFICE MEMORANDUM

The undersigned is to send herewith a copy of the Government of India, Ministry of Personnel, Public Grievance & Pension Department of Personnel & Training, New Delhi's Office Memorandum No. 18011/2(s)/2016-Estt (B), dated 29<sup>th</sup> June, 2016, on the subject cited above where under the Government of India has made reforms in the policy of prior character verification and has also decided that now the verification of character & antecedents will be carried out, but the issue of appointment letters need not to 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 attestation form has also been revised.

2. The revised instructions of the Government of India as contained in the enclosed O.M referred to above are hereby adopted in the State of Himachal Pradesh and will be applicable to the employees of this State with immediate effect. The attestation form and instructions of the State Government as contained in Chapter 9 of Hand Personnel on Personnel Matter Vol-I (second edition) may be treated as amended to this extent.

**Encls: As above**



**(Tarun Shridhar)**

Additional Chief Secretary (Personnel) to the  
Government of Himachal Pradesh  
Tel. No. 0177 - 2622382

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All Heads of Departments in Himachal Pradesh.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Deputy Secretary to the Government of India, Ministry of Personnel, PG and Pensions, Department of Personnel and Training, North Block, New Delhi-110001
5. The Divisional Commissioners, Shimla, Kangra and Mandi.
6. All the Deputy Commissioners in H.P.
7. All the Superintendents of Police in H.P.
8. All the Managing Directors/Registrars/Secretaries of the Boards, Corporations, Govt. Universities Public Sector Undertakings, Autonomous Bodies, Commissions and Authorities in H.P.
9. The Secretary, Himachal Pradesh Public Service Commission, Shimla-2.
10. The Secretary, Staff Selection Commission, Hamirpur-177 001
11. Spare copies-30/ Branch guard file.

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SECRET

No. 18011/2(s)/2016-Estt. (B)(i)  
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

Office Memorandum

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

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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 like UPSC, SSC etc. As per existing policy, the appointing authorities undertake an exercise of verification of the character and antecedents of the successful candidates before issuing the formal appointment order.

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.

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. The other guiding principles, criteria and procedures will remain unchanged. 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 attestation form and self declaration from the candidate. The candidate along with the details of attestation form will also submit the self-declaration certifying that all facts and details given in the form are correct. Accordingly, the attestation form has been revised and enclosed as Annexure.

4. In the provisional appointment letter, it will be clearly mentioned that in case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal/ legal action will also be taken, as a consequence.

5. The exercise of the verification of character & antecedents should be carried out in six months time. Once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment letter will be confirmed.

6. If the verification report is not received within six months then following course of action will be taken:

- (a) The appointing authority will refer the matter to Director General Police of the concerned State asking to provide the verification report in three months.
- (b) If the report is still not received, then 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.

7. Since the candidate will submit the self declaration, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment letter forthwith. The candidate shall be rendered unfit for any Government employment and appointing authority shall undertake other criminal/civil/legal action, as per provisions of Indian Penal Code(IPC) etc. as deemed fit.

8. In cases, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered particularly necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption shall be considered by DOP&T after a reference is submitted by administrative Ministries giving full justification.

Encl: As above

  
(Sumita Singh)  
Deputy Secretary to the Government of India

To

Secretaries of All Ministries/Departments of Government of India



(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)		<p>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.</p> <p>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?</p>			
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 filing 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)		

		2)
<b>DECLARATION</b>		
<p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p> <p>I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p> <p style="text-align: right;">Signature of Candidate: Date: Place:</p>		

**TO BE FILLED BY THE OFFICE**

- i) Name, Designation and full address of the appointment authority.
- ii) Post for which the candidate is being considered.