

No. PER (AP)-C-F(10)-1/2020
Government of Himachal Pradesh
Department of Personnel (AP-III).

Dated: Shimla-171002, the

20th January, 2025

From

The Secretary (Personnel) to the
Government of Himachal Pradesh.

To

All the Deputy Commissioners in
Himachal Pradesh.

Subject: Timely verification of Caste/Community and Income & Asset
Certificates-regarding.

Madam/Sir,

I am directed to invite your kind attention to this department's letter No.Per(AP-II)F(4)7/75, dated 22.06.1976 and No.Per(AP)-C-F(10)-1/99, dated 21.08.1999 on the subject cited above which inter-alia provide that deterrent action should be taken against officials who recommend/issue certificates carelessly or deliberately without proper verification. It has further been provided that action would be taken against such defaulters under the relevant provisions of the Indian Penal Code, in addition to the action to which they are liable under the appropriate disciplinary rules applicable to them.

2. Attention is also invited to this department's letter No.Per(AP)-C-F(10)-4/2005, dated 15.05.2007 and letter No.Per(AP)-C-F(10)-4/2010, dated 31.03.2016, 26.04.2021 & Letter No.PER(AP)-C-F(10)-1/2020, dated 15.11.2022 which provide that veracity of the caste/community certificate, referred to the district authorities by the appointing authority at the time of initial appointment of the candidates, is verified and reported to the appointing authority within one month of receipt of request from such authority so as to prevent the candidates who are given appointment on provisional basis from continuing to hold the post on the basis of false/forged certificates in the absence of proper response from district authorities. Such ineligible Government servants should invariably be dismissed/removed from service. In the above mentioned instructions it has been emphasized that disciplinary proceedings may be initiated against officers/officials who default in timely and proper verification of caste status in such cases or issue false certificates. The Tribal Development Department and Social Justice & Empowerment Department of the State Governments have constituted Scrutiny Committees for verification and issuance of Scheduled Tribe/Scheduled Caste Certificates, respectively.

3. Attention is also invited to this department's letter No.Per(AP)-C-F(10)-4/2010, dated 02.04.2019 which provide that veracity of the Income and Asset Certificate, referred to the district authorities by the appointing authority at the time of initial appointment of the candidates, is verified and reported to the appointing authority within one month of receipt of request from such authority so as to prevent the candidates

: 2 :

who are given appointment on provisional basis from continuing to hold the post on the basis of false/forged certificates in the absence of proper response from district authorities.

4. All the certificate issuing authorities are therefore directed to carry out proper verification of community with names as notified in Presidential Order and related records, before such certificates are issued so that benefits of reservation meant for Scheduled Castes/Scheduled Tribes shall go only to genuine claimants and stringent action is taken against the defaulters. It is further requested to ensure that the process of Caste/Community and Income & Asset Certificate verification referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. Further, in order to rule out collusion between candidates holding forged/false certificate and employees at the district/Tehsil level or sub-Tehsil level, disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates.

5. It is, therefore, emphasized upon you to direct all the concerned authorities empowered to issue and verify caste/community certificates or EWS Certificate to follow these instructions strictly so that un-necessary inconvenience caused to genuine certificate holders as well as to the appointing authorities concerned is avoided.

Yours faithfully,



(Sant Raj Puharta)

Under Secretary (Personnel) to the
Government of Himachal Pradesh

Telephone: 0177-2628479

Endst.No.Per(AP)-C-F(10)-1/2020 Dated: Shimla the 20th January, 2025

Copy forwarded for information and necessary action to:-

1. The Additional Chief Secretary (Revenue) to the Government of Himachal Pradesh, Shimla-2.
2. The Additional Chief Secretary (TD) to the Government of Himachal Pradesh, Shimla-2.
3. The Secretary (Social Justice & Empowerment) to the Government of Himachal Pradesh, Shimla-2.
4. The Divisional Commissioners Shimla, Mandi and Kangra.
5. Shri Sanjav Kumar Chaurasia, Under Secretary, Government of India, Ministry of Personnel, PG & Pensions, Department of Personnel and Training w.r.t. item No.7.6 of the proceedings of Annual Conference which has been circulated vide letter No.F.No.14015/32/2024-AIS-I, dated 10.12.2024.



Under Secretary (Personnel) to the
Government of Himachal Pradesh
