

F.N. /8011/2(s)/2016-Estt(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated: March, 2016

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 the proposal for making attestation process citizen friendly, the matter has been examined in this Department. In this regard, it has been decided to place a note on the proposed reforms on this Department's website for comments, which is annexed herewith.

2. It is requested to offer the comments, if any, within 15 days.

Encl:- As above

(Handwritten signature)
30/3/16

(Devesh Chaturvedi)

Joint Secretary to the Government of India.

To
✓ Director, NIC, DoP&T (for uploading on the website of this Department for 15 days)

Copy (for information) to:

1. PS to MOS(PP)
2. JS (pers), D/o Expenditure

A Policy note on the proposed reforms in the policy of verification and character done prior to appointment in Government service

A large numbers of Group 'A', 'B', 'C' and 'D' officials are appointed in Government of India through transparent selection process conducted by recruiting agencies like UPSC or SSC. Once, the list of successful candidates are recommended by these 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 are issued. The recommended candidate has to fill up a Form on which the verification is carried out. The format is at **Annexure I**.

2. This verification is generally carried out by seeking details of the candidates through the police stations related to the addresses which are mentioned in the attestation form of the candidates. Such requests are sent through the State Governments to the local police authorities who ascertain the antecedents of candidates and give the verification report through the same channel. After receiving the verification report, the competent authority formally issue the appointment orders.

3. It has been observed in the past that this process has following shortcomings:

- (i) The process of police verification often takes two to six months time. This results in undue delay in issue of appointment orders and consequent filling up of the post. As a result several Departments are seeking exemption from prior police verification while issue of appointment letters. In such cases exemption are being granted by DoPT to issue provisional appointment letters subject to the confirmation, once the police verification is formally received by them.
- (ii) In the attestation form, the recommended the candidate has to fill all those addresses where he/she lived for more than one year, in the past five years. The appointing authority has to obtain verification of antecedents from all those respective addresses. This is time consuming and leads to delay in issue of appointment letters.

- (iii) There have been informal feedbacks about undue gratification being demanded at the lower bureaucratic level to obtain this police verification. This contributes towards fresh incumbents entering Government services with cynical attitudes towards the system.
4. Government of India is committed to give good governance which is citizen centric. The overall vision of the Government of India is minimum governance and maximum Government. To achieve with this vision, it is proposed to have a reform in the policy of prior character verification.
5. It is proposed that as a general policy, the police verification will be carried out, but the issue of appointment letters need not be withheld pending such police verification. The appointing authorities will issue provisional appointment letters after obtaining a self declaration from the candidate.
6. The candidate alongwith the details of attestation form will also submit the self-declaration certifying that no criminal cases are pending against him or her, no penal action has been taken in any court of law etc. In case a criminal case is pending against him or her or some punishment has been given, then the details will be provided. The competent authority will take a view about issuing appointment letter on receipt of police verification report. The revised attestation form is at **Annexure II**.
- (i) In the appointment letter, it may be clearly mentioned that in case the character of the candidate is found not verified or any false information is given in his self-declaration, the appointment letter will be cancelled forthwith and other criminal/legal action will also be taken.
- (ii) This commitment will also be given by the candidate in his self-declaration.
- (iii) If the above steps are undertaken then the competent authority will issue the provisional appointment letter which shall be confirmed once the police verification is finally obtained.
7. The appointing authority will seek verification of antecedents of the candidates from the concerned authorities relating to all those addresses where the person has lived for more than a year in the last

5 years. This exercise of the application should be carried out in 6 months time.

(i) 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.

(ii) If the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment letter and shall undertake other criminal/civil action as deemed fit.

(iii) If the verification report is not received within six months then following course of action is proposed:

(a) The competent authority/appointing authority will refer the matter to DG 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 Secretary will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation of the provisional appointment letter is taken.

9. The candidate will also submit the self certification that if the information is incorrect, he will be rendered unfit for employment and will be liable for action as per provisions of Section ----- of IPC in addition to warning or in lieu of warning.

10. In the states where Public Service Delivery Act has been implemented it can be added in the services after six months.

11. Based on the above process, the prior need of police verification will be done away with and it will help the competent authorities to issue appointment letters and fill up the vacancies faster. Since the pressure to send police verification in time will also be removed, the chances of official demanding illegal gratification will also be reduced.

ATTESTATION FORM

<p style="text-align: center;"> <hr/> Affix signed Passport size (5 cms. X 7 cms.) Approx. copy of recent photograph <hr/> </p>		<p style="text-align: center;">"WARNING</p> <p>1. 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>2. 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>3. 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)	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.	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.	
5.	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 & live last address	Permanent Home address
	a) Father					
	b) Mother					
	c) Spouse					
	d) Brother(s)					
	e) Sisters(s)					
5	(a)	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	
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? (Answer Yes/No)		
10	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age:			
Name of School/College (with full address)		Date of Entering	Date of Leaving	Examination Passed
11	(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			
	(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>		
12(i)	(a)	Have you ever been arrested?	Yes/No	
	(b)	Have you ever been prosecuted?	Yes/No	

	(c)	Have you ever been kept under detention?	Yes/No
	(d)	Have you ever been bound down?	Yes/No
	(e)	Have you ever been fined by a Court of Law?	Yes/No
	(f)	Have you ever been convicted by a court of Law for any Office?	Yes/No
	(g)	Have you ever been debarred from any examination or 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
	(i)	Is any case pending against you in any Court of Law at the time or filling up this Attestation Form?	Yes/No
	(j)	Is any case pending against you in any University or any other educational authority /institution at the time of filling this Attestation Form?	Yes/No
	(k)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	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	
13		Names of two responsible person of your locality or two references to whom you are known:	1) 2)
I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware or any circumstances which might impair my fitness for employment under Government.			

ATTESTATION FORM

<p>_____</p> <p>Affix signed Passport size (5 cms. X 7 cms.) Approx. copy of recent photograph</p> <p>_____</p>		<p>1.</p> <p>2.</p> <p>3.</p>	<p>"WARNING"</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)	Name		Surname
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):			
3.	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters)			
4.	Adhar Card No.			
5.	PAN No.			
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? (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 & alive 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 th 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 From		To	Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service

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/ a Autonomous Body/University/Local Body.		
	If you had left service on giving a month's notice under Rule 5 of the Central Civil Service (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 an 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 arrested?	Yes/No
	(b)	Have you ever been prosecuted?	Yes/No
	(c)	Have you ever been kept under detention?	Yes/No
	(d)	Have you ever been fined by a Court of Law?	Yes/No
	(e)	Have you ever been convicted by a court of Law for any Office?	Yes/No
	(f)	Is any case pending against you in any Court of Law at the time or filling up this Attestation Form?	Yes/No
	(g)	Whether discharged/expelled/withdrawn from any training/ institution under the Government or otherwise?	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)
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I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate:

Date:

Place:

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- | | |
|--------|--|
| (i) | Gazetted officer of Central or State Government; |
| (ii) | Members of Parliament or State Legislature belonging to the constituency where the candidate or his parents/guardian is ordinary resident; |
| (iii) | Sub-Divisional Magistrates/Officers; |
| (iv) | Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers; |
| (v) | Principal/Head Master of the recognized School/College/Institution where the candidate studied last; |
| (vi) | Block Development Officers; |
| (vii) | Post Masters; |
| (viii) | Panchayat Inspectors. |

Certified that I have known Shri/ Smt/ Kumari _____ son / daughter of Shri _____ for the last _____ years _____ months and that to the best of my knowledge and belief, the particulars furnished by him/her are correct.

Date:

Place:

Signature:

Designation or status

& address:

TO BE FILLED BY THE OFFICE

Name, Designation and full address of the appointment authority.

Post for which the candidate is being considered.