

No. 36011/1/2012-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment Reservation – I Section

North Block, New Delhi-110 001

Dated March 14, 2016

To,

The Chief Secretaries of all States/UTs

Subject: Reiteration of the instructions on streamlining the procedure for verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services – regarding

Madam/Sir,

I am directed to refer to this Department's letter no. 36022/1/2007–Estt. (Res.) dated 20.03.2007 addressed to Chief Secretaries of all States/UTs (copy enclosed) regarding streamlining of the process for verification of claims of candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs). It was also requested to issue instructions to District Magistrates/District Collectors/ Deputy Commissioners to ensure at their own level the veracity of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates.

2. Owing to difficulties faced by candidates belonging to these reserved communities in various states in securing employment due to delays in obtaining caste certificates, this Department, vide an Office Memorandum of even number dated 08.10.2015, has re-iterated the instructions on providing provisional appointment to such reserved category candidates who are unable to obtain an appropriate caste certificate in time. It has been reiterated therein that where a candidate belonging to a Scheduled Caste, Scheduled Tribe or Other Backward Class is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim, subject to his/her furnishing the prescribed certificate within a reasonable time. If there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned. A copy of the OM is enclosed for reference and perusal.

3. In order to ensure that the candidates belonging to reserved categories do not face unnecessary problems in obtaining caste certificates, it is requested that instructions issued to the concerned authorities in the light of the aforementioned letter dated 20.03.2007 may be reiterated for information/compliance of all concerned.

4. It is also advised that in order to discourage unscrupulous activities, State Governments/UTs may consider issue of appropriate instructions for initiating disciplinary proceedings against the errant officers who default in timely verification of caste certificates or who issue false certificates.

Encl: as above

Yours faithfully,



(G. Srinivasan)

Deputy Secretary to the Government of India

Copy to:

✓ Dir, NIC, DOPT - for placing it on the website of this Department for information of all concerned.

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13/7/16

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: 29th June, 2016

Office Memorandum

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

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 2nd 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.

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As per the order

JS/BJ

Director

14/7/16

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18/7/16

Pl Circulate to all admin authorities

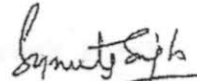
6. If the verification report is not received within six months then following course of action will be taken:

- (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