

F.No.C-30013/8/2016 Ad.IV –A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

5th floor , HUDCO Viashala Building,
Bhikaji Cama Place, New Delhi.
Dated 4 August, 2016

To

✓ All Principal Chief Commissioners/Chief Commissioners,
All Commissioners/Directors General under CBEC.

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

Sir,

I am directed to forward herewith a copy of OM.No18011/2(s)/2016-
Estt.(B)(i) datd 29.06.2016, received from Ministry of Personnel, Public
Grievances and Pensions, (Department of Personnel and Training, New Delhi
on the above mentioned subject, for information and necessary action.

Yours faithfully,


Encls. As above.


(B. Ginkhan Mang)

Under Secretary to the Govt. of India

Copy to :

1. DS.Ad.II/Dir..Ad.II A & Ad.IIB)/DS Ad.III A & Ad.IIIB.
2. DG, HRD, CBEC, 409/8, Deepshikha Building, Rajendra Place, New
Delhi11---8 –for similar action.
3. The DG (Systems), New Delhi with the request to kindly upload this
circular on the Website of CBEC.


(B. Ginkhan Mang)
Under Secretary to the Govt. of India

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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: 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 & no outstg
JS/BA
D. K. Singh
14.7.16

us (Ad-1) / Dir (C) Pl. circulate
18/7/16
NW
Pl Circulate to all admission 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