

**No.EP-1(1)/2011  
FOOD CORPORATION OF INDIA  
HEADQUARATERS**

**New Delhi, dated the 18<sup>th</sup> February, 2011**

**(CIRCULAR NO. EP-01 -2011-06)**

**Subject: Verification of character and antecedents of the candidates selected for appointment in FCI.**

The existing procedure for verification of character and antecedents of the candidates selected for appointment in FCI is contained in Circular No.42 dated 13.12.1990. It directs that the Attestation Form as prescribed should be got verified from the candidate at the time of interview and the same should be sent to Police/CBI authorities immediately after drawal of panel of selection of the candidates but before their joining in the Corporation. It was further clarified that the attestation should be sent to the authorities for verification in respect of the candidates finally selected and not of the candidates who appear for the interview. It was to be ensured that only after receipt of proper verification of character and antecedents of the selected candidates, such officials are allowed to join duties.

2. The matter has been reviewed by FCI. The Department of Personnel & Training (DOPT), Government of India (GOI) has also been consulted. The existing instructions contained in above referred Circular No. 42 dated 13.12.1990 are accordingly reviewed and revised.

3. Detailed guidelines regarding verification of character and antecedents of candidates selected for appointment to Civil posts under the Government of India are contained in DOPT O.M. No. 18011/9(S)/78-ESTT.(B) dated 2<sup>nd</sup> July, 1982. A copy of O.M. is enclosed as **Annexure-I**.

4. Para 12 of these guidelines explains the policy that would cover appointment in Public Sector Undertakings (PSUs). The policy as applicable to PSUs is reproduced below for convenience of reference:

*"12.1 : The criteria regarding suitability for appointment in public sector undertaking would be the same as in Government.*

*12.2 : For all Group 'C' and 'D' posts in public sector enterprises, the procedure of simple verification would be adopted. However, in the case of such Group 'C' and 'D' posts which are identified to be of sensitive nature by the Head of the Department, detailed verification procedure would be adopted. In the case of Group 'A' and Group 'B' posts, the normal procedure for getting verification as applicable to Government servants would continue as at present."*

5. The process of detailed and simple verification has been further explained in para 4.1 and 4.2 of the above referred O.M. of DOPT.

6. In view of above, it has been decided that FCI will follow the DOPT guidelines dated 2<sup>nd</sup> July, 1982 as applicable to PSUs for verification of character and antecedents of candidates selected for appointment in the Corporation.

7. Therefore, the verification at different levels will be as under:-

**(I) CATEGORY-I AND II POSTS:**

1. The normal procedure for getting verification as applicable to Government servants would continue in PSUs.

2. The normal procedure of detailed verification as contained in para 4.1 of DOPT O.M. dated 2.7.1982 would be applicable.

**(II) CATEGORY-III AND IV POSTS:**

1. The procedure for simple verification would be adopted.

2. The procedure for simple verification as contained in para 4.2 of DOPT O.M. dated 2.7.1982 would be applicable.

8. The above may be brought to the notice of all concerned for strict compliance.

**Encl: as above .**

  
**(SANJEEV GAUTAM)**  
**DEPUTY GENERAL MANAGER(EP)**

**DISTRIBUTION:**

**As per enclosed mailing list.**

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17. The Director of Commercial Audit, 4<sup>th</sup> floor, Mistry Bhavan, Dinsha Wacha Road, Churchgate, Mumbai-20.
18. The Director of Commercial Audit, 68/7, Murgesa Naicker Officer Complex, Greams Road, Chennai.
19. The Dy. Director of Commercial Audit, c/o S.C.E.23, 11nd floor, Sector 17, Chandigarh.
20. The Sr. Regional Audit Officer, c/o FCI RO Chetak Building, Maharana Pratap Nagar, Habibganj, Bhopal(MP).
21. The General Secretary, FCI Officers Association, Hqrs., New Delhi.
22. The General Secretary, BKNK Sangh, Union Office, FCI, Hqrs. Basement New Delhi
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24. Regional Secretary, BKNK Sangh, C/o FCI ZO(N), New Delhi/Punjab(Chandigarh)/Haryana(Chandigarh)/Shimla(HP)/Jammu(J&K)/ Lucknow(UP)/Uttaranchal(Dehradun)/Jaipur(Rajasthan), ZO(East) Region, Kolkata/West Bengal/Bhubaneswar(Orissa)/Zonal Office(NE), Guwahati, Assam, Guwahati ZO(West) Region, Mumbai/Mumbai(Maharashtra)/Gujarat(Ahmedabad)/Bhopal (MP), ZO(S) Region, Chennai, Hyderabad(AP)/Trivandrum(Kerala), R.O. Shillong, RO Tamilnadu, RO Bangalore.
25. General Secretary, FCI Executive Staff Union (Regd.No.1158), BH-141, East Shalimar Bagh, Delhi-110 088.
26. Regional Secretary, FCI Executive Staff Union (Regd.No.1158), C/o FCI RO Patna(Bihar), Ranchi, Shillong NEF Region, Chattisgarh(Raipur), Chennai(Tamilnadu), Bangalore(Karnataka).
27. General Secretary, SC/ST Employees Welfare Association(Regd. No.11357), BH 113-A, East Shalimar Bagh, Delhi-110088.
28. All India General Secretary, FCI SC/ST Employees Welfare Association, 30, Mohan Nagar, Salaigur Post, Chennai-73.
29. President & General Secretary In-charge, FCI Employees Union (Regd.No.2237/New Delhi), 16, Haripada Dutta Lane, Kolkata-700 033.
30. FCI Engineers Welfare Association (Regd. No.60094/2007) 250, Bannu Enclave, Pitampura, Delhi
31. President FCI Class-IV Employees Union(Regd.No.2779, New Delhi), 1491, Sector 49, Pushapak Complex, Chandigarh (Punjab).
32. FCI Accounts Employees Union(Regd.No.H-95), C/o Food Corporation of India, R.O., HACA Bhavan, 3<sup>rd</sup> Floor, Opp. Public Garden, Hyderabad(A.P.).
33. Manager(RTI Cell), FCI, Hqrs., New Delhi.
34. All India Secretary, FCI Class IV Employees Union (Regd. No. 2779, New Delhi), A/11/458, Kalyani, Nadia, West Bengal-741235.
35. The General Secretary, FCI Cat.III & IV Employees Union (Regd. No.B-2597), FCI, BSC, Dowaleswaram, East Godavari District(AP).
36. Secretary, Shree Food Corporation of India Retired Employees Federation,(Registration No. 6508), 805, Embassy Tower, Jawahar Road, Near Tar Office, Opposite Jubilee Garden, Rajkot- 360 001.
37. BRF/Notice Board.
38. Incharge, EP Section, P&IR Division for hosting on FCI Webpage.
39. Webmaster, Computer Division for hosting on FCI Webpage.

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**COPY OF GOVERNMENT OF INDIA MINISTRY OF HOME AFFAIRS  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS O.M.  
NO. 18011/9(S)/78-ESTT.(B) DATED THE 2<sup>ND</sup> JULY, 1982**

**SUBJECT-** *Verification of character and antecedents of candidates selected for appointment to civil posts under the Government of India – Review of the procedure and revision of instructions regarding.*

Attention is invited to the instructions contained in Home Department's O.M. No.20/58/45-Estt.(S), dated the 7<sup>th</sup> February, 1947, and Ministry of Home Affairs O.M. No. 3/8(S)/67-Estt.(B), dated the 27<sup>th</sup> September, 1967 which lay down the broad principles behind the practice of verification of character and antecedents of candidates selected for appointment under the Government of India.

2. The Government have reviewed the orders issued from time to time on the above subject and it has been decided that in respect of the verification of the character and antecedents of candidates for appointment to civil posts, the procedure explained below should be adopted in future.

3. *Determination of suitability of a person for appointment to Government service.*

Pre-enrolment verification, whether simple or detailed, is a pre-requisite for appointment. It will be the responsibility of the appointing authority to satisfy itself about the identity and suitability of the candidate according to the prescribed criteria before making any appointment.

**3.1 Criteria**

(A) While there is no change in the guiding principles laid down in the Circular dated 7<sup>th</sup> February, 1947, referred to above, specifically the following may be considered undesirable for employment under Government:

- (a) those who are, or have been, members of or associated with any body or association declared unlawful after it was so declared, provided the body or association continues to be declared unlawful at the time of the verification;
- (b) those who have been charged with, or against whom there is substantial evidence of, participation in or association with any activity or programme which is aimed at:
  - (i) Subversion of the Constitution;
  - (ii) Overawing or overthrowing by force or by unconstitutional means the Government established by law in India;
  - (iii) Causing organised breach or defiance of law involving violence;

- (iv) Bringing about, on any ground whatsoever, the cession of a part of the territory of India or the secession of a part of the territory of India from the Union, or which support any claim for cession or which supports any claim for cession or secession, or which incites any individual or group of individuals to bring about such cession or secession;
  - (v) Disclaiming, questioning or disrupting the sovereignty and territorial integrity of India or being prejudicial to the security of the State;
  - (vi) Promoting, or propagating or attempting to create on grounds of religion, race, language, caste or community feelings of enmity or hatred or disharmony between different sections of the people.
- (c) those who have been associated with foreign powers of their agents in a manner which may give rise to a reasonable presumption of activities prejudicial to the national interest.
- (B) Participation in any such activities, particularly within 3 years of the date of enquiry, should be considered as evidence that the person is unsuitable for Government employment unless there is, in the interval, positive evidence of a change of attitude.
- (C) Normally a person convicted of an offence involving moral turpitude should be regarded as ineligible for Government Service:

Provided in cases where the appointing authority feels that there are redeeming features and reasons to believe that such a person has cured himself of the weakness, specific approval of Government may be obtained for his employment.

- Note :**
- (i) Participation in the activities of communal organisations (including their front organisations) will also be covered by A(b) (vi).
  - (ii) Mere membership at some stage of a political party which is not banned by the Government during the period of such membership cannot be deemed to ipso facto disqualify a person from Government service except where such membership has resulted in his taking part in anti-national or communal or similar activities.
  - (iii) Participation in student politics or students organisation in the University will not be a bar unless it involves participation in extremist activities involving violence, subversion etc. In such cases, the verification report will be considered on the basis of the facts revealed therein.

#### 4. *Existing procedure for verification of character and antecedents*

At present, Government are following 2 procedures for verification of character and antecedents, viz,

(1) Detailed verification in respect of:

- (a) Group ~~A~~ posts;
- (b) Group ~~B~~ posts;
- (c) Ministerial posts in Government of India Secretariat and attached offices;
- (d) Group ~~C~~ and ~~D~~ posts of all other offices in which detailed verification is considered particularly necessary in the interest of security by the administrative Ministry of office;
- (e) Cases in which simple verification cannot be done because of the candidate's inability to produce a certificate of character.

(2) Simple verification in respect of all group ~~C~~ and ~~D~~ posts, not included in (c), (d) and (e) above, i.e. in subordinate and other offices.

4.1 Detailed verification consists of getting an attestation form filled by the candidate and getting the entries verified by the district authorities.

4.2 In simple verification, the candidate is required to furnish:-

- (i) An attestation form duly filled in without the identity certificate;
- (ii) (a) In respect of Group ~~C~~ posts, a certificate of character in the form prescribed duly attested by a District Magistrate or a Sub-Divisional Magistrate or their superior officers.  
  
(b) In regard to Group ~~D~~ posts, a certificate of character from a gazetted officer or a Magistrate in the prescribed form without attestation by District Magistrate or Sub-Divisional Magistrate.

5. Revised procedure for verification of character and antecedents.

The following changes have been made in the above procedure with immediate effect:

- (a) In respect of candidates for the post of Lower Division Clerk or posts of equivalent grade in the Secretariat and attached offices, simple verification would be adopted instead of detailed verification as at present.
- (b) In respect of other Group ~~C~~ employees in the Secretariat and attached offices, the attestation forms may be sent directly to the Superintendent of Police of the district, who may be requested to make a record check of the entries in the form and then send it back to the appointing authority through the District Magistrate with his attestation. In such cases, field enquiries may not be necessary.
- (c) As an exception to the general procedure, in case of persons appointed to certain posts or services or departments, detailed

verification may be necessary for all levels. Such posts/services/departments may be identified by the respective Ministries and persons to be appointed at all levels to these posts/services/departments may be subjected to detailed verification. The responsibility for identification of the posts, the appointments to which are to be subjected to detailed verification will be that of the Head of the Organisation/Department/Ministry.

- (d) The detailed verification in respect of Group ~~B~~ and Group ~~A~~ posts would continue to be carried out as at present.
- (e) Simple verification for other categories as mentioned in para 4(2) will continue as before.

6. With the coming into force of the modifications outlined in para 5 above, the types of verification now proposed for the various categories would be as under:

### 6.1 *Detailed verification*

Detailed verification would be applicable to appointments to:

- (a) Group ~~A~~ posts;
- (b) Group ~~B~~ posts;
- (c) Group ~~C~~ and ~~D~~ posts of all those offices in which detailed verification is considered particularly necessary in the interest of security by the administrative Ministry or office.
- (d) Cases in which simple verification cannot be done because of the candidate's inability to produce a certificate of character.

### 6.2 *Record Check*

#### 6.2.1 *Record Check – What it is ?*

Record Check involves looking into adverse reports in respect of any matter including criminal cases, arrests, debarment by Union Public Service Commission, etc. as may be revealed by the Police Records.

#### 6.2.2 *Record Check – Persons to whom applicable.*

Record Check would be applicable to Group ~~C~~ posts above the level of Lower Division Clerk in the Government of India Secretariat and its attached offices.

### 6.3 *Simple Verification*

Simple verification would be applicable to appointments to all other posts viz.;

- (a) Posts of LDC and posts of equivalent grade and all Group ~~D~~ posts in the Government of India Secretariat and its attached offices; and

- (b) Group ~~£~~ & ~~Ɔ~~ posts under the Government of India in subordinate offices.

6.4 As mentioned in para 6.1(C) above, as an exception to the general procedure in case of persons in categories mentioned in paras 6.2 and 6.3 above, and appointed to certain posts or services or departments, detailed verification may be necessary for all levels. Such posts/services/departments may be identified and persons appointed at all levels to these posts/services/departments may be subjected to detailed verification.

6.4.1 To cite an example, persons appointed at all levels who may have to handle Top Secret/Secret/Sensitive matters should be subjected to detailed verification. This category would necessarily include LDCs, Gestetner Operators, Messengers/Peons attached to : Secret Sections, Secret R&I, Offices of Joint Secretaries, Secretaries and Ministers, and those employed in the Budget Sections of the Ministry of Finance/Railways/Defence.

7. A specimen of the attestation form to be used for the purpose of verification of character and antecedence is at **Annexure-I**.

7.1 All appointing authorities should clearly indicate at the top of the attestation forms the type of verification required to be done, i.e., Detailed Verification, Record Check or Simple Verification.

#### 8. *Initiation of Verification Rolls*

8.1 A list of authorities to whom the attestation forms are to be forwarded by the various appointing authorities has already been forwarded to the various Ministries/Departments, vide O.M. No.3/20(S)/72-Estt.(B), dated the 5<sup>th</sup> August, 1974, and O.M. No.18011/3(S)/80-Estt.(B), dated the 20<sup>th</sup> June, 1980. The Ministries, etc. would hereafter refer the attestation forms in respect of the various categories of posts as under:

- |     |  |  |
|-----|--|--|
| (1) | Case covered by Para 6.1.  | District Magistrate or the Commissioner of Police as the case may be.  |
| (2) | Cases covered by Para 6.2,   | Superintendent of Police of the District, Return to appointing authority through the District Magistrate with his attestation. |
| (3) | Cases of additional Verification through Intelligence Bureau, wherever prescribed. | I.B. through the Ministry concerned.   |

9. It is specifically clarified for the information of the various Ministries etc. that apart from the above, there is no change in the various other instructions that have been issued by this Department from time to time on the subject of verification of character and antecedents of candidates for appointment to civil posts under the Government of India.

10. Instructions dealing with re-verification would be issued separately.

11. It is expected that the various appointing authorities, unless otherwise specified in any other circular should be able to determine, on their own, the suitability of the candidates on the basis of the revised criteria mentioned in paragraph 3.1 above. However, those cases in which it is felt that clarifications should be sought from this Department, may continue to be sent to us; while referring such cases, a self-contained note bringing out the facts of the case together with the comments of the Administrative Department may be sent to us with the approval of the Joint Secretary concerned.

12. While on the subject, the policy that would govern appointment in public sector undertaking is also explained below.

12.1 The criteria regarding suitability for appointment in public sector undertaking would be the same as the Government.

12.2 For all Group ~~£~~ and ~~£~~ posts in public sector enterprise, the procedure of simple verification would be adopted. However, in the case of such Group ~~£~~ and ~~£~~ posts which are identified to be of sensitive nature by the Head of the Department, detailed verification procedure would be adopted. In the case of Group ~~£~~ and Group ~~£~~ posts, the normal procedure for getting verification as applicable to Government servants would continue as at present.

13. The various Ministries are requested to bring these instructions to the notice of all Heads of the Departments under their control, including Heads of quasi-Government organisations, public sector undertakings autonomous bodies etc. where the scheme of verification has been extended and instruct all appointing authorities to scrupulously observe the laid down principle in making appointments in their respective offices.

14. While circulating these instructions to the various Heads of Departments etc., the Ministries are requested to maintain confidentiality of the same by keeping a proper account of the copies distributed and ensuring their safe custody at appropriate levels.

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## ANNEXURE-I

### ATTESTATION FORM

#### “ WARNING” :

Affix signed passport size (5cm.x7 cm. approx.) copy of recent photograph ó where asked for.

1. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.
2. If detained, arrested, prosecuted, bound down, fined, 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.
3. If the fact that false information has been furnished or that there has been suppressions 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 terminatedö.

1. Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage any part of your name or surname.	SURNAME	NAME
2. Present Address in full (i.e. Village, Thana and District or House Number, Lane/ Street Road and Town).		
3. (a) Home Address in full (i.e. Village, Thana, and District or House Number, 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 residences) where you have resided for more than one year at a time during the preceding 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 addresses in full (i.e., Village, Thana and Distt. or House No. Lane / Street Road and Town.	Name of the District Headquarters of the place mentioned in the preceding column.

Name	Nationality (by birth and/ or by domicile)	Place of birth	Occupation (if employed give designation & official address).	Present postal address (if dead, give last address)	Permanent Home address.
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(i) Father (Name in full aliases, if any.

(ii) Mother

(iii) Wife/husband

(iv) Brother(s)

(v) Sister(s)

5. (a) Information to be furnished with regard to sons(s) and or daughter(s) in case they are studying/ living in a foreign country:

Name	Nationality (by birth and or by domicile)	Place of birth	Country in which studying living with full address	Date from which studying living in the country mentioned in previous column.

6. Nationality :

7. (a) Date of birth	(a)
(b) Present Age	(b)
(c) Age at Matriculation	(c)

8. (a) Place of birth, District and State in which situated.	(a)
(b) District and State to which you belong.	(b)
(c) District and State to which your father originally belong.	(c)

9. (a) Your religion.	
(b) Are you a member of a Scheduled Caste/Scheduled Tribe? Answer :-Yes or :-No	

10. 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.

11. (A) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body, or an autonomous body, or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment, up-to-date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.
From	To			

11. (B) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an autonomous Body/University/Local Body.

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 date, before your services actually terminated?

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 offence?	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 of 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 up 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 <del>Yes</del> 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 form.	
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NOTE:(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 persons 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 Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinary resident;
- (iii) Sub-Divisional Magistrate/Officers;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) Principal/Head-Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officer;
- (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.....

Signature.....

Place.....

Designation or status and address

### TO BE FILLED BY THE OFFICE

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