

Copy of Ministry of Home Affairs Office Memorandum No. F. 56/50/54
Ests(B), dated the 25th September, 1954, addressed to all Ministries,
etc.

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Subject:- Candidates for employment in civil posts under the
Government of India- Procedure for verification of character
and antecedents.

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The Home Department Office Memorandum No. 20/58/45-Ests(S),
dated the 7th February, 1947 (as modified by Ministry of Home
Affairs' Office Memorandum No. 3/14/51-NGS-II, dated the 31st January
1952), lays down that in respect of Class I and Class II Services as
well as certain specified categories of Class III and Class IV posts,
no appointments should be made except after the character and
antecedents of the candidate have been verified through the District
Magistrate or Deputy Commissioner of the district or locality and
the Deputy Inspector General, C.I.D., of the State in which he is
permanently resident or has resided for more than a year within
five years of the date of enquiry. Such verification is carried
out by the District authorities through the agency of the local
police and it has been the practice for a police official to make
local enquiries in regard to the candidate. Such local enquiries
are intended (a) to establish the candidate's identity, ~~xxx~~ i.e. to
verify whether he has given correct particulars regarding himself,
and (b) to ascertain whether there are any facts known about him
which would render him unsuitable for Government service. In
addition, the police, also consult their records to see whether he
has a criminal record or has been engaged in or associated with
others engaged in subversive activities etc. The Government of India
consider that the interrogation of the candidate or others associa-
ted with him by police officials is neither necessary or desirable
in the present circumstances, and should therefore be avoided. As
regards the candidate's identity it has been decided that every
candidate for employment in posts and services for which detailed
verification has been prescribed, should furnish with his application
a certificate from a gazetted officer of the Central or a State
Government or a member of the Central or a State legislature or
other similar trustworthy source who can certify from personal
knowledge to the identity of the applicant and the correctness of
the particulars furnished by him. The revised form of attestation
forwarded herewith should be used for this purpose in place of the
Verification Roll attached to Ministry of Home Affairs' Office
Memorandum No. 3/14/51-NGS, dated the 22nd May, 1953. It is not
considered necessary to make enquiries regarding the local reputation
of the candidate and the police authorities should rely on the
information available in their records to certify whether he has
come to adverse notice or not.

2. It has also been decided that ~~xx~~ instead of simultaneous
references being made to the District Magistrate and the Deputy
Inspector General, CID a reference should be made only to the Distt.
Magistrate who should ~~xx~~ forward his report to the authority making
the enquiry through the Deputy Inspector General, CID of the State.

3. All such detailed enquiries through local, authorities (where they have been prescribed) should be completed before a formal offer of appointment is made to the candidate. Offers of appointment or provisional appointments, subject to verification of character and antecedents should not be made. Where appointments have already been made in the past without completing the verification of character and antecedents and it is found necessary to dispense with the services of the employee in view of the adverse reports received from the local authorities the fact that action is being taken on the results of a police report should not be made known to the employee nor should the nature or substance of the reports received from the police be communicated under any circumstances to the employee.

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