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No. 52/17/94-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Sub Divisional Officers (C) in Haryana.
2. DIG/CID, Haryana.

Dated Chandigarh, the 30-11-94

Subject:- Character verification.

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Sir,

I am directed to address you on the subject noted above and to say that a specimen of the attestation form to be used for the purpose of verification of character and antecedents was circulated amongst the Commissioners of Divisions, All Deputy Commissioners, D.I.G./C.I.D., I.G. Police and All District Superintendent of police vide Haryana Government letter No. 52/21/82-S(1), dated 29th July, 1982. It has been brought to the notice of State Government by the Police Department that verification form of some departments does not contain full information in respect of the concerned candidate due to which verification of character and antecedents cannot be verified properly. It is, therefore, requested that in future for the purpose of verification of character and antecedents, the existing attestation form only be used, a specimen of which is at Annexure-I. I am to request that this may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Under Secretary Administration,
for Chief Secretary to Government Haryana.

A copy, with a copy of enclosure, is forwarded to all the Financial Commissioners and Administrative Secretaries to Government Haryana for information and necessary action.

2. It is requested that the above instructions may also please be brought to the notice of Boards, Corporations etc. under their control for compliance.

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

To

All the Financial Commissioners and
Administrative Secretaries to Govt. Haryana.

G.O.No. 52/17/94-S(1), Dated Chandigarh, the 30-11-1994.

No. 52/17/94-S(1), Dated Chandigarh, the 30-11-1994
A copy is forwarded to the Director General of Police, Haryana with reference to his memo.No.1271/V-3(H), dated 8.11.94.

Under Secretary Administration,
for Chief Secretary to Govt. Haryana.

"WARNING : 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.

Affix signed
passport size
(5 cm.X7 cm. Approx)
copy of recent photo-
graph where asked
for.

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 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."

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 No.
Lane/Street/Road and
Town.

3. (a) Home Address in full
(i.e. Village, Thana,
and District or House
No. Lane/Street/Road and
Town and name of Distt.
Headquarters.

(b) If originally a resident of
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 address 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.

1. Name	Nationality (by birth & 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 son(s) and/or daughter(s) in case they are studying/living in a foreign country :

<u>Name</u>	<u>Nationality (by birth and/or by domicile)</u>	<u>Place of birth</u>	<u>Country in which studying/living with full address.</u>	<u>Date from which studying/living in the country mentioned in previous column.</u>
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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) Yours 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 15th years of age.

Name of School/ College with full address.	Date of entering	Date of leaving	Examination passed
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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, or employment up-to-date.

Period		Disignation, emolouments and nature of employ- ment.	Full name and address of employer 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 the 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. (1) (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 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

(2) If the answer to any of the above mention questions 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 form.

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. Name of two responsible persons 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 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 ordinarily resident ;
- (iii) Sub-Divisional Magistrates/Officers ;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorised 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-Master;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari _____
 _____ son/daughter of Sh. _____ for the last _____
 years _____ months and that to the best of my knowledge and
 belief and 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.

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