

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata -700 001

No.CPO/SC/VR/POL/IV

Kolkata, Dated: 03/06/2024

Divisional Railway Manager (P)
HWH/SDAH/ASN/MLDT

Chief Works Manager (P)
LLH/KPA/JMP

Dy. CPOs/SPOs/APOs
Eastern Railway

Sub: Verification of character and antecedent in Attestation Form - reg.

The issue regarding procedure presently being followed for verification of character and antecedent in Attestation Form of newly recruits has been under examination of this office. It is observed that due to non-observance of proper procedure as laid down by Board from time to time, the process of verification of character and antecedents often takes more than stipulated timeline, which results in undue hardship to the candidates.

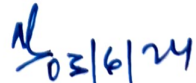
2. The matter has been considered. As per extant guidelines, the pre-enrolment verification is divided into two segments viz. (a) Detailed Verification and (b) Simple Verification. It was clarified inter-alia that the simple verification is to be carried out for all candidates being appointed in Group 'C' and Group 'D' (erstwhile) posts in Subordinate Offices under the Ministry of Railways. If however, any posts which is classified as 'Sensitive', a detailed verifications is to be carried out. The Simple verification consists of viz. (a) A certificate of character in the prescribed form duly attested by a District Magistrate or Sub-Divisional Magistrate or their Superior Officers and (b) 'Record Check', involves looking into adverse reports of any matter including criminal cases, arrest, debarment by UPSC etc., as may be revealed by the Police records.

3. In view of above, it is impressed upon that in all cases of appointment in non-gazetted posts, including those in Ministerial cadre, where candidates have submitted their Character Certificate in the prescribed form duly attested by the authority mentioned above, the only issue left for verification by the Police authority is "Record Check", as above. If on conclusion of record check, it is found to be recorded by the Police that there is no criminal/arrest etc. antecedents in respect of any employee, it may be concluded by the Appointing Authority that there is no objections on the facts given by the candidate and verification of antecedents are carried out. The provisional appointment letter so issued will then be confirmed.

4. A specimen copy of seeking verification of antecedents of newly recruits from the Police Authority and the revised Attestation Form annexed to Board's secret letter dated 06/11/2018 circulated under this office even number dated 26/11/2018, are enclosed for ready reference.

5. This issues with the approval of competent authority.

DA: As above.


(Sanjay Kumar)

Dy. Chief Personnel Officer/Gaz.
For Pr. Chief Personnel Officer

Copy to : PS to PCPO for information of PCPO, CPO/Admin and CPO/IR

Specimen letter for seeking verification of antecedents from Civil Authority in respect of direct recruits proposed to be appointed in non-gazetted posts

CONFIDENTIAL

Eastern Railway

File No.XXX

Kolkata, Dated: _/ _/ _ _ _ _

The Commissioner of Police/Superintendent of Police

District _____

Address _____

Sir/Madam,

Sub: Verification of character and antecedents of the candidates for appointment in Railways against non-gazetted posts – Record Check – reg.

The undersigned is directed to bring to your notice that _____ (name of the employee), Son or daughter of Shri/Late _____ (father's name); having permanent address _____ has been proposed to be appointed in this Railway to the post of _____ (designation) in Level ____ of the Pay Matrix under 7th CPC. In terms of Department of Personnel & Training (DoP&T) under M/o Personnel, Public Grievances and Pensions, Govt. of India's OM no. 18011/2(s)/2016-Estt.(B)(i), dated 29th June, 2016, applicable to the Railways mutatis mutandis vide Ministry of Railways (Railway Board)'s secret letter no. E(D&A)/2017 GS4-1, dated 06/11/2018, the Appointing Authority has issued provisional appointment letter to the said candidate after obtaining the Attestation Form and self-declaration to the effect that all the facts and details given in the Attestation Form are correct. According to information furnish against S. No. 10 of the Attestation Form, the candidate has been residing _____ (district) for more than one year at a time during the preceding five years and he/she does not have any criminal antecedents. In terms of DoP&T's extant guidelines on the subject, the declaration furnished by the candidate needs to be verified through "**Record Check**", which involves looking into adverse reports in respect of any matter including criminal cases, arrests, debarment by UPSC, convicted by court of law for any offence etc., as may be revealed by Police records. .

In view of the above, it is requested to your good office to arrange to verify the character and antecedents of _____ (Name of the employee) furnished against Sl. No. 15 of the Attestation Form enclosed, through 'Record Check' for the period he/she is declared to be the resident of your district and send it to this office as early as possible

Encl.: Attestation Form.

Signature of Cadre Dealing Officer
with full official address

ATTESTATION FORM

Affix signed Passport size (5 cms. X 7 cms.) - Approx. copy of recent photograph		1. "WARNING" The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.	
		2. If detained, arrested, prosecuted, bound down, fines 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 & Town):		
3(a)	Home Address in full (i.e. Village, Thana & District, or House No., 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.	Adhar Card No. (if available)		
5.	PAN No. (if available)		
6.	Nationality		
7(a)	Date of Birth		
(b)	Present age		
(c)	Age at Matriculation		
8(a)	Place of birth, district and state in which situated		

(b)	District and State to which you belong					
(c)	District and State to which your father originally belong					
9.(a)	Your Religion					
(b)	Are you a member of a scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the proceeding 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 & District or House No. Lane/Street/Road & Town	Name of the District Head Quarter or the place mentioned in preceding column.			
11.	Name (in full & aliases if any	Nationality (by birth & or by domicile	Place of birth	Occupation if employed give designation & official address	Present postal address (if different give last address	Permanent Home address
a) Father						
b) Mother						
c) Spouse						
12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:					
Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column		
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age:					
Name of School/College (with full address	Date of Entering	Date of Leaving	Examination Passed			

14. (a)		Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Qunsi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date					
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service			
From	To						
14. (b)		If the previous employment was under the Government of India/a State Government/ undertaking owned or controlled by the Government of India or a State Government/ and 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 dates(s), before your service actually terminated?					
15. (i)	(a)	Have you ever been kept under detention?				Yes/No	
	(b)	Have you ever been arrested?				Yes/No	
	(c)	Have you ever been prosecuted? (i.e has a charge sheet in a criminal case been filed against you in any court of law)				Yes/No	
	(d)	Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation form?				Yes/No	
	(e)	Have you ever been convicted by a court of Law for any Office?				Yes/No	
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?				Yes/No	
	(g)	Have you ever been 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	
(ii)		If the answer to any of the above mentioned question 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 attestation form:					
Notes:	(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					
16.	Names of two responsible person of your locality or two references to whom you are known:		1)				

		2)
DECLARATION I certify that the foregoing information is correct and complete to the best of my knowledge and belief I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence. I am not aware of any circumstances which might impair my fitness for employment under Government. Signature of Candidate: Date: Place:		

TO BE FILLED BY THE OFFICE

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