



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/ HEAD OFFICE

एन.बी.सी.सी. सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4th फ्लोर, ईस्ट किडवाई नगर, नई दिल्ली -11002
NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



No.- A-12011/12/2024-EPFO-HQ/RC/328

Date: 07.11.2024

To,

All Zonal Addl. CPFCs (HQ)/ Zonal Addl. CPFCs.
All RPFCs, OICs of Regional Offices
RPFC (ASD)

Subject:- Instructions regarding verification of Character and Antecedents on appointment in EPFO - regarding

Madam/Sir,

Kind attention is invited to DoPT OM No. 18011/2(s)/2016-Estt. (B)(i) dated 29-06-2016 (enclosed as Annexure-I) regarding guidelines on verification of character and antecedents prior to appointment in Government service.

2. A large number of officials are appointed in EPFO on different posts such as Assistant Provident Fund Commissioner (APFC), Enforcement Officer (EO) / Accounts Officer (AO), Personal Assistant(PA), Junior Translation Officer(JTO), Social Security Assistant (SSA), Stenographer etc. The appointing authorities are requested to undertake an exercise of verification of the character and antecedents of the successful candidates, within 6 months of joining, before confirming their appointment order.
3. In this regard it is requested to kindly ensure that verification of the character and antecedents of the successful candidates who have joined has been completed by the concerned ASD/Zonal Office/Regional Office/PDNASS/Zonal Training Institute where the candidate has joined. If it is not done, then immediately the verification of character and antecedents of the candidate be ensured from the concerned authorities by sending the Attestation Forms to the District /Police Authorities where the candidate has resided for more than one year during the preceding five years.
4. On receipt of the verification report from District/ Police Authorities and on confirmation of Caste/EWS/PwBD certificates by issuing authorities, the competent authority will issue the Final Appointment letter to the candidate.
5. If the verification report is not received within six months then following course of action should be adopted:
 - i. The ASD/Zonal Office/Regional Office/PDNASS/Zonal Training Institute where the candidate is posted should refer the matter to Director General Police of the concerned State requesting him/her to provide the verification report in three months.

- ii. If the report is still not received, then the Union Home Ministry should 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.
6. Additionally, the following procedure shall be adopted in the case of ex-servicemen selected for appointment in EPFO in accordance with DoPT OM No. 18011/8(s)/2017-Estt(B-II) dated 31-12-2018(enclosed as Annexure-II):
- i. No detailed or simple verification is necessary in the case of ex-servicemen re-employed in EPFO, if the period intervening their date of discharge/retirement from the Army/Navy/Air-Force and their date of re-employment in EPFO under the Government of India is less than a year. However, the appointing authority should verify the character and antecedents of the candidate (Ex-servicemen) from the Discharge Book issued at the time of retirement from the Armed Forces. The appointing authority should also satisfy itself about the suitability of the candidates by making a reference to the appropriate quarters that-
- a. his character and antecedents had been verified by the concerned authorities in Army/ Navy/ Air-Force and the re-verification of antecedents, where required, had also been carried out satisfactorily; and
- b. his conduct during the previous employment did not render him unsuitable for employment under the government.
- ii. In cases where the interval between the date of discharge from the Army/Navy/Air-Force and the date of re-employment in the civil post is more than a year, in addition to action as envisaged at (i) above, verification of character and antecedents in respect of the period after the date of discharge shall also be got done from the district authorities of the places where the ex-servicemen had resided for more than a year after the date of his discharge from the Army/Navy/Air-Force.
7. The Officer In-charge of the ASD/Zonal Office/Regional Office/PDNASS/Zonal Training Institute will be personally responsible for monitoring the receipt of Character and Antecedent reports of all the newly appointed employees/officers in their office.
8. Since the candidate himself/herself submits the self-declaration form, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct or any material fact has been suppressed, the appointing authority shall cancel the provisional appointment letter forthwith. The candidate shall be rendered unfit for any Government employment or employment under the Central Board and appointing authority shall undertake other criminal/civil/legal action, as per provisions of Bharatiya Nyaya Sanhita, 2023 etc. as deemed fit.

This issues with approval of the Competent Authority.

Yours faithfully,

Enclosure: As above



(PPS Maingi)

Regional PF Commissioner-I, Recruitment Division

217522

13/7/16

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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, 2016Office Memorandum

30

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.

14.7.16
WS (Ad-1) / Dir (C)

Pl. circulate to
1. 18/7/16

Pl Circulate to
all admission authorities

-2-

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.

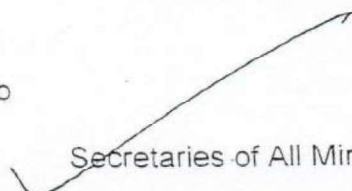
8. In cases, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered particularly necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption 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

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Date 31st December, 2018

OFFICE MEMORANDUM

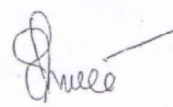
02 JAN 2019

Subject: Verification of character and antecedents of ex-servicemen and ex-Central Government employees selected for appointment to civil posts under the Government of India.

The undersigned is directed to invite a reference to DoPT O.M No.18011/10(s)/87-Estt(B) dated 23rd/ 28th July, 1987 regarding verification of character and antecedents of ex-servicemen selected for appointment to civil posts under Government of India.

2. Government has reviewed these instructions in view of the modification made vide DoPT O.M No. 18011/2(s)/2016-Estt(B) dated 29.06.2016 on the policy of prior verification of character and antecedents. It has been decided that the following modified procedure shall henceforth be adopted in the case of ex-servicemen selected for appointment to civil posts under Government of India.

- (i) No detailed or simple verification is necessary in the case of ex-servicemen re-employed in civil posts, if the period intervening their date of discharge/retirement from the Army/Navy/Air-Force and their date of re-employment in a civil post under the Government of India is less than a year. However, the appointing authority should verify the character and antecedents of the candidate (Ex-servicemen) from the Discharge Book issued at the time of retirement from the Armed Forces. The appointing authority should also satisfy itself about the suitability of the candidates by making a reference to the appropriate quarters that-
 - (a) his character and antecedents had been verified by the concerned authorities in Army/ Navy/ Air-Force and the re-verification of antecedents, where required, had also been carried out satisfactorily; and
 - (b) his conduct during the previous employment did not render him unsuitable for employment under the government.
- (ii)(a) In cases where the interval between the date of discharge from the Army/Navy/Air-Force and the date of re-employment in the civil post is more than a year, in addition to action as envisaged at (i) above, verification of character and antecedents in respect of the period after the date of discharge shall also be got done from the district authorities of the places where the ex-servicemen had resided for more than a year after the date of his discharge from the Army/Navy/Air-Force.



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(ii)(b) In keeping with the spirit of the reforms made in the policy of prior verification of character and antecedents, government has now decided that the issue of appointment letters need not be withheld pending such verification. The appointing authorities shall issue provisional appointment letters after obtaining the attestation form and self declaration from the candidate. The candidate along with the details of attestation form shall also submit the self-declaration certifying that all facts and details given in the form are correct. A copy of the attestation form is enclosed as Annexure- I.

c. In the provisional appointment letter, it will be clearly mentioned that in case character & antecedents of the candidate are found not verified, or in case any false information is given by the candidate in his self-declaration, the provisional appointment letter shall be cancelled forthwith and other criminal/legal action will also be taken, as a consequence.

d. The exercise of the verification of character & antecedents should be carried out within six months. Once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment letter shall be confirmed.

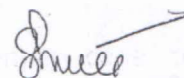
e. If the verification report is not received within six months, then the following course of action will be taken:

(i) The appointing authority will refer the matter to Director General, Police of the concerned state, asking to provide the verification report in three months.

(ii) After three months, 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.

f. 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. as deemed fit.

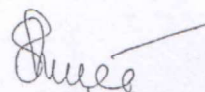
g. In cases, where appointing authority is of the view that the candidate shall be appointed to sensitive post, or to a post for which detailed prior verification is considered particularly necessary in the interest of security, the appointment shall be made only after such verification. However, for such cases, exemption shall be considered by DoP&T after a reference is submitted by administrative ministries, with full justification.



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3. The above procedure shall also be applicable *mutatis mutandis* with immediate effect to other ex-Central Government employees who are being considered for re-employment.

4. Hindi version will follow.


(Smita Sarangi)
31/12/18

Deputy Secretary to the Government of India

To

Secretaries of All Ministries/Departments of Government of India



ATTESTATION FORM

4 of 7

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 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 & 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 and aliases, if any).	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
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 Quasi 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 From To		Designation, emoluments & nature of employment	Full name & address of employer
				Reasons for leaving previous service
14. (b)	<p>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.</p> <p>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?</p>			
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 Offence?		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 appointing authority.

ii) Post for which the candidate is being considered.