

മഹാത്മാഗാന്ധി സർവകലാശാല

പുറത്തഴുത്ത് നം. 33834/AD A3/4/2019/ADMIN

തീയതി. 11.12.2019

പോലീസ് വെരിഫിക്കേഷൻ നടത്തി സംസ്ഥാന സർക്കാരിന് കീഴിൽ ഒരിക്കൽ റഗുലർ നിയമനം ലഭിച്ചവർക്ക് സംസ്ഥാന സർക്കാരിന്റെ കീഴിൽ തന്നെ മറ്റൊരു ജോലിയിൽ പ്രവേശിക്കുമ്പോൾ വീണ്ടും പോലീസ് വെരിഫിക്കേഷൻ ആവശ്യമില്ല എന്ന് നിർദ്ദേശിച്ചുകൊണ്ട് സർക്കാർ GO(P) No. 112/2006/Home Dated, 31.07.2006 ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു. പ്രസ്തുത ഉത്തരവ് മഹാത്മാഗാന്ധി സർവകലാശാല ആക്ട് 1985 അദ്ധ്യായം 3 പരിച്ഛേദം 10.17 ൽ പ്രതിപാദിച്ചിരിക്കുന്ന അധികാരം ഉപയോഗിച്ച് സർവകലാശാലയിൽ നടപ്പിലാക്കുവാൻ വൈസ് ചാൻസലർ ഉത്തരവായിരിക്കുന്നു.

തദനുസരണം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

PREMKUMAR R
ASSISTANT REGISTRAR I (ADMIN)

രജിസ്ട്രാർക്ക് വേണ്ടി

പകർപ്പ് :

1. എല്ലാ വിഭാഗങ്ങളും ഡിപ്പാർട്ടുമെന്റുകളും സെന്ററുകളും
2. വി.സി./ പി.വി.സി. എന്നിവരുടെ പ്രൈവറ്റ് സെക്രട്ടറിമാർ
3. രജിസ്ട്രാർ/ എഫ്.ഒ/സി.ഇ എന്നിവരുടെ പേർസണൽ അസ്സിസ്റ്റന്റുമാർ
4. ജോയിന്റ് ഡയറക്ടർ ,കെ.എസ്.എ.ഡി., മഹാത്മാഗാന്ധി സർവകലാശാല
5. പി.ആർ.ഒ/സിറ്റാഡ്/ഐ.ക്യൂ.എ.സി.
6. സി.എം.എസ്(വെബ്സൈറ്റിൽ അപ്ലോഡ് ചെയ്യുന്നതിനായി)
7. എഡിഎ1/എഡിഎ2/എഡിഎ4/എഡി എ5/എഡി സി.1/2/3
8. എഫ്.സി.സി./എ.സി.സി./ഫിനാൻസ് 1/4/ഓഡിറ്റ് 1/5
9. സ്റ്റോക്ക് ഫയൽ / റെക്കോർഡ്സ് സെക്ഷൻ/ ഫയൽ കോപ്പി



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GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—CANDIDATES SELECTED FOR APPOINTMENT TO PUBLIC SERVICE—
VERIFICATION OF CHARACTER AND ANTECEDENTS—REVISED PROCEDURE—
ORDERS ISSUED.

HOME (SS-B) DEPARTMENT

G.O. (P) No. 112/2006/Home.

Dated, Thiruvananthapuram, 31st July, 2006.

- Read:—*
1. G.O. (P) No. 314/94/Home dated 26-12-1994.
 2. G.O. (P) No. 130/97/Home dated 6-5-1997.
 3. G.O. (P) No. 312/97/Home dated 16-12-1997.
 4. G.O. (P) No. 28/2001/Home dated 13-2-2001.
 5. Circular Memorandum No. 468/SSB3/03/Home dated 14-1-2003.
 6. Circular Memorandum No. 341/SSB3/04/Home dated 25-3-2004.
 7. G.O. (P) No. 40/2005/Home dated 7-2-2005.
 8. G.O. (Rt.) No. 1179/05/Home dated 13-5-2005.

ORDER

In supersession of the previous instructions issued regarding the procedure for the verification of character and antecedents of candidates before appointment to Public Services, Government order that the instructions appended to this Order will apply in the matter, with immediate effect.

By Order of the Governor,

LIZZIE JACOB,

Additional Chief Secretary to Government.

To

- All Heads of Department and Appointing Authorities.
The Director General of Police, Thiruvananthapuram.
The Additional Director General of Police (Intelligence), Thiruvananthapuram.
All Superintendent/Commissioner of Police.
All District Collectors.
All District Judges—Through Registrar of High Court (With C.L.)
The Secretary, Kerala Public Service Commission (With C.L.)
The Registrar of High Court (With C.L.)
The Director, Vigilance and Anti-Corruption Bureau, Thiruvananthapuram.
The Registrar, Kerala/Mahatma Gandhi/Calicut/Kochi/Kannur/Sree Sankara University of
Sanskrit/Agricultural University (With C.L.)
The Chairman and Managing Director, Kerala State Road Transport Corporation (With C.L.)
The Secretary, Kerala State Electricity Board (With C.L.)
All Officers of the Secretariat of and above the rank of Under Secretaries.

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SECTION—II

PROCEDURE FOR VERIFICATION

(5)

Application

1. Rule 10(b) (iii) of the Kerala State and Subordinate Service Rules 1958, specifies that no person shall be eligible for appointment to any service by direct recruitment, unless, among other things, Government are satisfied that his character and antecedents are such as to qualify him for such service. Accordingly the Appointing Authority shall satisfy itself about the identity and suitability of the Candidates before making the appointment. The character and antecedents of all candidates who are selected or advised for appointment to Public Service shall therefore be verified before appointment, and the following instructions and procedures shall be adopted for such verification.

Instructions

I Candidates recruited through Public Service Commission

2. In the case of all candidates advised by the Kerala Public Service Commission for recruitment to public service, the Head of the Department/Appointing Authority shall get the necessary details for verification of character and antecedents from the candidates themselves in the proforma (Form I—Annexure I) either in English or in Malayalam before they are allowed to join duty.

3. After the Commission makes its selection it shall forward the attestation forms of the selected candidates to the Appointing Authorities for taking further action for the verification of character and antecedents. The attestation form shall be forwarded by the Appointing Authority with a covering letter *within a fortnight* (Form III—Annexure III) to the Superintendent/Commissioner of Police of the District in which the candidate is a permanent resident and of other places where he has resided for more than six months within three years of the date of enquiry. If the candidate has resided in the State other than Kerala for periods of more than six months during the three years preceding the date of enquiry, the verifying authorities of the concerned Districts of each of the States (Annexure IV) shall also be addressed by the Appointing Authority for the verification of the character and antecedents of the candidates.

4. In the case of candidates selected for appointment who have resided outside the State, for periods exceeding six months exclusively for purposes of education, it is enough if they get character certificates from the Heads of Institutions where they have studied during the relevant period and no verification of their character outside the State by the concerned verifying authority shall be necessary. Similarly in the case of candidates selected for appointment in the State, who are already in the service of the Government of India, or any other State Government or quasi-Government organisation or local bodies, no verification of their character outside this State by the concerned verifying authority, shall be necessary. They shall be asked to produce a certificate of character from their Superior Officer, which will show the period of employment also, or extracts of the character roll. Verification within the State shall, however, be done in all such cases.

5. Persons convicted and released and not subsequently sentenced under the Probation of Offenders Act, 1958 (Act 20 of 1958) shall not be disqualified for appointment to Public Service. The conviction of an adolescent offender as defined in the Kerala Borstal Schools Acts, 1961 (Act No. 31 of 1961), a child or a young person as defined in the Madras Children Act, 1920 (Madras Act 4 of 1920) and the Cochin Children Act, or a child as defined in the Travancore Children Act 1120 ME, (Act 32 of 1120) is not a disqualification for appointment in Government Service. When a verification report is sent, whether or not a candidate who was convicted belonged to one of these categories should be specifically stated.

6. The character and antecedents of all the candidates advised by the Public Service Commission, as trainees, with a view to absorb them in Government Service on completion of the training shall be verified before they are admitted to the training course. This may be made applicable to Police Constable, Drivers and other technical staff appointed in the Police Department. The proforma in respect of candidates selected to Police Department will be as in Annexure VII Form VI.

Procedure for Verification

7. The Superintendent/Commissioner of Police shall check from the station records whether the candidate has come to adverse notice either of the District Police Office or of the Police Station within the jurisdiction of which he resides or was resident, in a manner, which would render him unsuitable for appointment to Government Service.

8. The verification report of the Superintendent /Commissioner of Police except then it is adverse, shall be communicated direct to the Appointing Authority by the Verifying Authority. In all cases where the reports are not adverse to the candidate, the Appointing Authority shall take satisfaction of Government regarding the character and antecedents of the candidate for granted, and the appointment shall be made accordingly. But in cases where the report is adverse to the candidate, the Superintendent /Commissioner of Police shall forward the report with the connected records to the Additional Director General of Police (Intelligence), Thiruvananthapuram within two months. All adverse reports shall be forwarded by the Additional Director General of Police (Intelligence) to the Government in the Home (SSB) Department. Along with the adverse report, the Additional Director General of Police (Intelligence) shall also furnish the following information gathered from the verification roll and the covering letter of the Appointing Authority.

1. Name of the candidate
2. Father's name
3. Place and date of birth
4. Present and permanent address
5. Educational qualification
6. Post for which advised
7. The Authority which made the advice
8. The Appointing Authority who made the reference

Final orders on the matter shall be communicated to the Additional Director General of Police (Int.), Thiruvananthapuram/Appointing Authority by the Home (SSB) Department.

8. (a) In a case of adverse report, where a criminal case is pending against the candidate, the Additional Director General of Police (Intelligence) will forward the verification report to Government in Home (SSB) Department with full details of the case and the stage of investigation/trial in addition to the details required to be furnished as per para 8. Government shall consider each case on merit and communicate the final orders to the appointing authority. In such cases the appointment of the candidate shall be regularised only after getting clearance from the Government. Violation of these instructions shall entail disciplinary actions against those responsible.

(b) If a criminal case pending against a candidate selected for appointment in Public Service has ended in honourable acquittal, it may not be proper to deny him appointment merely for the reason that he was involved in the case. The Additional Director General of Police (Intelligence) can clear such cases irrespective of the nature of the case, if he is satisfied that there is no scope for appeal in such cases and if there is no suppression of facts in the proforma and if nothing else that is adverse is reported against the candidate.

(c) In the adverse cases in which there is no suppression of facts and the criminal cases pending against the candidates have been subsequently withdrawn, the present practice of scrutiny of such cases at Government level will be continued.

II Candidates not recruited through the Public Service Commission

9. There are a number of posts under the Government for which selection is not made by the Public Service Commission. In all such cases the Appointing Authority shall obtain from the candidates the attestation form (Form I) along with the application. The procedure for verification in such cases shall be as indicated in the preceding instructions.

10. Though the above instructions will not apply strictly to appointments for short periods made under the emergency provisions of the rules in consultation with the local Employment Exchanges, care shall be taken not to employ persons with bad character and antecedents. The Appointing Authority shall in such cases either refer the matter to the Sub Inspector of Police in charge of the Station within whose jurisdiction the candidate has been resident for the past one year, or rely on a conduct certificate from a Gazetted Officer of the State Government or Class II Officer of the Central Government.

III Candidates recruited to Contingent and Last Grade Establishments

11. No verification of character and antecedents of candidates selected for appointment to Contingent and Last Grade posts is necessary. However, the candidate selected for appointment shall be asked to produce two certificates of character (Annexure II) given by a Gazetted Officer of the State Government, an officer belonging at least to Class II Service of the Central Government, President of a Panchayat, Chairman of a Municipality, Mayor of a Corporation, M.L.A. or M.P. The Appointing Authorities shall ensure that the certificates are obtained before the candidates are actually appointed. However there shall be verification for employees selected to Last Grade Service in Police Department, who are already appointed as Last Grade Employees in Govt. Service without police verification.

IV Candidates already employed in Government Service

12. No re-verification of the character and antecedents is necessary in respect of candidates advised for appointment who are already employed on a regular basis under the State Government.

V Candidates thrown out of service for want of vacancy and re-advised for appointment within one year from the date of previous verification

13. Verification is not necessary in the case of candidates thrown out of service for want of vacancy, if they are re-advised for appointment within one year of the date of the last verification of their character and antecedents. They shall be appointed on the basis of a Certificate of their Superior Officer or entries in the Character Roll. But verification shall be conducted in the case of candidates advised for appointment after a period of one year of retrenchment.

VI Procedure for verification of candidates selected for appointment under the Government of India, Autonomous Corporations and Companies in the State etc.

14. *Government of India.*—The District Collectors of the concerned District will be the verifying authorities in respect of the candidates belonging to this State, selected for appointments to posts under Government of India (Including Central Public Sector Undertakings

and Autonomous Bodies.) In such cases the concerned Superintendent of Police will conduct the verification through the District Special Branch and will give the report to the District Collector. A copy of the attestation form will also be sent to the DIG, CID (State Special Branch) for record check up and report to the District Collector. The verification reports including the adverse reports will be sent by the concerned Collectors direct to the appointing authority for their decision.

14. (a) *Government of India—Members of the Armed Forces.*—In the case of candidates recruited to the Armed Forces, apart from the procedure laid down in VI (14) above, a detailed discreet enquiry shall be done through State SBCID into the character and antecedents of candidates particularly through the records available in the SBCID office paying special attention to whether any person is associated with any of the banned/extremist organisation.

15. *Government Companies, Autonomous Corporations, Local Authorities, Societies etc.*—The Superintendent/Commissioner of Police will conduct the verification of the character and antecedents of all the candidates selected by the Kerala Public Service Commission for appointment to various Corporations, Government Companies, Local Authorities, Societies etc. covered by the different enactments made from time to time.

The verification reports including the adverse reports will be sent by the Superintendent/Commissioner of Police direct to the Authority who made the reference, with a copy to Additional Director General of Police (Intelligence).

16. *Private Institutions and Companies.*—The Superintendent/Commissioner of Police (Intelligence) will conduct the verification of character and antecedents of candidates employed in Private Institutions and Private Industrial concerns, if the management of such concerns are agreeable to pay a fee for Rs. 1000/- (One thousand only) for each case of verification. The receipt by way of fee collected shall be credited to the Head of Account '0055-00-103-Fees, fines and forfeitures'. The verification reports in such cases will be sent direct by the Superintendent/Commissioner of Police to the Authority who made the reference.

17. *Stage of Secrecy of Verification.*—Detailed verification shall, in all cases, be completed before a formal offer of appointment is made to the candidate or a commitment to employ him is made to him.

18. The Superintendent/Commissioner of Police shall complete the verification of character and antecedents of candidate within a period of ten days of the receipt of the attestation forms and send the report to the Appointing Authority. Where, due to special reasons this time has to be extended, an interim reply shall be sent to the Appointing Authority requesting further time for completing the verification. The time limit shall be strictly adhered to, as far as possible, to avoid complaints of delay.

18 (a) In the case of verification of candidates recruited to Armed Forces coming under para 14 (a) above, the following time limit shall be observed by the different agencies concerned.

1. For forwarding Verification Roll by the District Collector to District Superintendent of Police/Commissioner of Police concerned and to the Deputy Inspector General of Police, State Special Branch CID.—one week.
2. For verification and return by the District Superintendent of Police/Commissioner of Police and Deputy Inspector General of Police, State Special Branch C.I.D. to the District Collector.—10 days.
3. For sending back the verification report by the District Collector to the appointing authority.—One week.

Violation of the time limit shall entail disciplinary action against those responsible unless there are special reasons and compelling grounds to justify the delay.

19. All reports and all correspondence regarding the verification of character and antecedents shall at all time be treated as "Secret".

VII Denial of appointment on the basis of verification

20. If a candidate is not offered appointment consequent on the decision of the Government, the Home (SSB) Department shall inform the candidate in Form (IV) (Annexure V) in case the selection was through the Public Service Commission, or the Direct Recruitment Board, and in Form (V) (Annexure-VI) in case the selection was outside the purview of the Public Service Commission, under intimation to the Appointing Authority, Additional Director General of Police (Intelligence) and the Public Service Commission, or Direct Recruitment Board as the case may be. The Appointing Authority shall thereupon seek advise of a fresh candidate, if necessary.

21. If the facts report by the Additional Director General of Police (Intelligence) about the candidate are adverse, Government shall take a tentative decision regarding the suitability of the candidate for appointment to Government Service, furnish the reason thereof to the candidate and give him a reasonable opportunity to make a representation if any, against the tentative decision of Government and take a final decision in the matter.

VIII Furnishing of false information or suppression of facts

22. Furnishing of false information or suppression of any factual information in the Attestation Form may render a candidate unfit for employment under the Government.

IX Procedure for verification of candidates selected to State Armed Forces like SAP, KAP etc.

23. The procedure adopted for the verification of character and antecedents of candidates recruited to Armed forces (Para VI 14 a) shall be followed in the case of candidates selected to State Armed Forces like SAP & KAP etc.

General

Alphabetical index of candidates

24. Every district Special Branch shall maintain an alphabetical index of candidates debarred from appointment in public service. They will furnish copies of up-to-date lists of such candidates to Additional Director General of Police (Intelligence) who shall maintain a State-wise List. The list will be got amended by similar quarterly lists to be issued by the Superintendent of Police, Special Branch from time to time.