TOP PRIORITY

No.A.16014/2026/MISC/CC/
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, Dated 11.11.2026

OFFICE MEMORANDUM

Sub: Verification of Character and Antecedents of Directly recruited LDCs/UDCs/Assistants in Government Departments – Submission of duly completed Attestation Forms – Instructions – Issued.

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It has been observed that Attestation Forms of some of the Directly recruited Lower Division Clerks (LDCs), Upper Division Clerks (UDCs) and Assistants, forwarded by various Departments/Offices for Character and Antecedents Verification, are received with incomplete particulars, blank columns, illegible entries and without proper authentication by the respective Head of Office.

2. Receipt of such incomplete Attestation Forms necessitates repeated correspondence with the concerned Departments/Offices for obtaining the missing particulars thereby causing avoidable delay in the processing of Character and Antecedents Verification cases. It also creates difficulties for the verifying authorities in carrying out the verification process.

3. In order to ensure timely and effective processing of Verification of Character & Antecedents of the officials, all Heads of Departments/Offices are hereby requested to ensure that the following requirements are strictly complied with before forwarding the Attestation Forms to the DPAR, Chief Secretariat, Puducherry.

(i) All columns in the Attestation Form shall be duly filled in and no column shall be left blank. Wherever any column is not applicable, the same shall be clearly indicated as "NIL" or "NOT APPLICABLE", as appropriate.

(ii) The Attestation Form shall invariably be filled in BLOCK LETTERS in clear and legible handwriting to ensure that all particulars furnished are easily readable. Illegible, unclear or ambiguous entries shall be strictly avoided.

(iii) The **mobile number of the individual concerned** shall invariably be furnished. The mobile number shall be written below the Name (sl.no.1 in Attestation form).

(iv) Complete present and permanent residential addresses shall be furnished, including house/door number, street, locality, village/town, district, State/UT and PIN Code. Abbreviated or incomplete addresses shall be strictly avoided.

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(v) Details of previous places of residence and previous employment/work experience, wherever applicable, shall be furnished with complete addresses, including house/door number, street, locality, place, district, State/UT and PIN Code. In this also Abbreviated or incomplete addresses shall be strictly avoided.

(vi) Educational qualifications shall be furnished clearly and in detail, indicating the full name of the examination/qualification, name of the School/College/Institution attended and its complete address, including place, District, State/UT and PIN Code. Abbreviations, incomplete institutional names or incomplete addresses shall be strictly avoided. The place of study/stay/employment outside Puducherry may be substantiated by furnishing any available valid identity proof or supporting documents.

(vii) The photograph pasted/affixed in the Attestation Form shall invariably be duly attested by the Head of Office concerned with Office seal. The signature shall be affixed partly across the photograph and the form, wherever practicable, to ensure proper authentication of the photograph.

(viii) The Attestation Form shall be duly signed by the concerned Head of Office/ appointing authority, indicating his/her full name and official designation in page no.06 of the Attestation form.

(ix) The Head of Office concerned shall also arrange to thoroughly scrutinise each Attestation Form to ensure that all the required particulars are furnished correctly and completely and that the photograph and other relevant details have been duly authenticated before forwarding the same.

(x) The Head of Office concerned shall also bring this to the notice of the new appointees for reference and for strict compliance.

4. All Heads of Departments/Head of Offices are requested to take note of the above instructions and ensure strict compliance with the prescribed requirements while forwarding the Attestation Form for Verification of Character & Antecedents.

// BY ORDER //

(S. MURUGESAN)
UNDER SECRETARY TO GOVERNMENT
(PERSONNEL)

To

All Heads of Departments/Offices
Puducherry/Karaikal/Mahe/Yanam.