

No.A.31016/2/2021/CONF/CC3/  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry – 605001, Dated

OFFICE MEMORANDUM

19 APR 2022

Sub: Verification of Character and Antecedents of Govt. employees –  
De-centralisation in respect of staff Other than common category-  
Instructions - Issued.

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At present verification of character and antecedents of Government employees on their first appointment is done through the DP&AR (PW) in a centralized manner.

2. The Administrative Departments concerned are expected to issue appointment orders and take a decision on confirmation of employees in service. Hence in order to expedite the process and make it more accountable, the present system in which the DP&AR(PW) has been getting the character and antecedents verified from various Police Authorities concerned, has been reviewed and it has been decided as follows:

- (i) The practise of getting character and antecedents verified through DP&AR (PW) is dispensed with immediately.
- (ii) The Cadre Controlling Authorities themselves shall undertake the verification of character and antecedents without routing it through the DP&AR (PW).
- (iii) Once appointment is made the Cadre Controlling Authorities shall collect the duly filled in Attestation form in required numbers, and forward it directly to the State/District Police authorities concerned as per the information provided by the employees in the Attestation Form.
- (iv) The Administrative Departments shall regularly follow-up the matter with the Authorities concerned and ensure that the required report is received in time.
- (v) For Common Category staff coming under the Administrative Control of DP&AR (PW), such as LDC, UDC, Stenographer, MTS, Driver, etc., the character and antecedents will be done by the DP&AR (PW) and the Attestation forms shall be forwarded to the DP&AR (PW) by the Heads of Departments/Offices.
- (vi) All the cases of verification of character and antecedents pending with DP&AR(PW) as on date shall be transmitted to the Administrative Departments concerned for taking up the verification of character and antecedents at their end.
- (vii) Broad guidelines to be followed while forwarding the Attestation forms to verifying authorities and the follow-up action to be taken on the report are enclosed in the Annexure to this O.M.

3. All Heads of Departments/Head of Offices are requested to take note of the above instructions for verification of the character and antecedents.

/By Order of the Lieutenant Governor/



(V. JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT

To

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

ANNEXURE

Annexure to O.M. No.A.31016/2/2021/CONF/CC3/ dated 11.9 APR 2022

Broad guidelines to be followed while forwarding the Attestation forms to verifying authorities and follow-up action to be taken on the report:

- i) The Government servant, on appointment, shall submit duly filled in Attestation form in the prescribed format to the concerned Head of Office-Appendix-I.
- ii) The officials should be advised to properly fill up the relevant columns giving correct information as required. Full address of stay, place of study, duration of stay/study should be clearly mentioned at relevant columns of the Attestation form. If the course of study is by correspondence mode, it should be clearly mentioned in the Attestation form.
- iii) The filled in Attestation form shall be scrutinized by the Cadre Controlling Department and request letters for verification of character and verification shall be sent to concerned verifying authorities as per the details mentioned by the official at relevant columns.
- iv) The Superintendent of Police of the concerned District/District Police Chief may be addressed for verification of character and antecedents. Sample letter to Puducherry/other states is given in Appendix-II & III
- v) In case of verification in the state of Andhra Pradesh, revised attestation form for verification in the state of Andhra Pradesh should be forwarded to the Intelligence department of the state centrally. Revised Attestation form should be obtained from officials who have stayed/studied/employed in A.P. Revised Attestation form for Andhra Pradesh state verification is given in Appendix-IV
- vi) The Addl. Director General of Police (Intelligence), Vijayawada in respect of Andhra Pradesh and the Inspector General of Police (Intelligence), Hyderabad, in respect of Telangana state should be addressed centrally for verification in the states of Andhra Pradesh and Telangana respectively as Character and antecedents verification request to District Headquarters will not be entertained by Andhra Pradesh and Telangana states.
- vii) The District Magistrate and Collector of the concerned District shall be addressed in the state of West Bengal for verification and report.
- viii) For verification report from New Delhi Police authorities, request should be made online at New Delhi Police website at <https://cvr.delhipolice.gov.in>. The input data for New Delhi police online portal should be obtained from the official concerned. Format to obtain data from the staff is given in Appendix –V.
- ix) In case of persons who have visited/stayed abroad prior to appointment in Government service, procedure as laid down in DP&AR(PW)'s O.M. No.A.16014/C&A/2020/DP&AR/CC3 dated 03.12.2020 may be followed – Appendix-VI



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ANNEXURE

Annexure to O.M. No.A.31016/2/2021/CONF/CC3/ dated 19 APR 2022

Broad guidelines to be followed while forwarding the Attestation forms to verifying authorities and follow-up action to be taken on the report:

- x) Once request for verification of character and antecedents has been made with the verifying authorities, each and every case shall be monitored properly so that the verification process is over at the earliest.
- xi) Regular follow-up/reminders with the verifying authorities at fixed intervals should be made, if the reports are not received within the stipulated period.
- xii) When the reports from verifying authorities are received, the same shall be scrutinised/compared with the relevant details furnished by the official in the Attestation form. If the details furnished by the official and the report received from verifying authorities are tallying with one another, final report/clearance based on the report(s) furnished by the verifying authorities shall be issued to the concerned office by the Cadre Controlling Authorities. Specimen given in Appendix VII.
- xiii) In case, when the official is ~~are~~ involved in criminal case(s), the following procedure may be adopted.
- (xiii) If the official had mentioned his involvement in criminal case(s) at relevant columns of Attestation form, the suitability of the official to government service shall be decided in consultation with the Law Dept., Puducherry.
- (xiv) If the official had not mentioned his involvement in criminal case(s) at relevant columns, necessary action against the official may be taken as per warning clauses of the Attestation form for furnishing of false information/suppression of facts.
- (xv) If any case(s) is/are pending against the official concerned, at the time of submission of Attestation form, the verification of character and antecedents shall be taken upon closure of the pending case(s). The concerned Official should submit the required Attestation form within the stipulated period even if there is/are pending case(s).



19-4-22

(V. JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT

**ATTESTATION FORM****"WARNING"**

Affix signed  
passport size  
(5 cm x 7 cm approx)  
copy of recent  
photograph

1. The furnishing of false information or supersession 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.
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.

**SURNAME****NAME**

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)

2. Present address in full (i.e. Village, Thana and District, or House Number, 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 District 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 District, House No. Lane/Street/Road and town)	Name of the District Headquarters of the place mentioned in the preceding column
(1)	(2)	(3)	(4)

5.

Name	Nationality (by birth and or by domicile)	Place of birth	Occupation (if employed give designation and official address)	Present postal address (if dead give last address)	Permanent home address
(1)	(2)	(3)	(4)	(5)	(6)

(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:

Name	Nationality (by birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column
(1)	(2)	(3)	(4)	(5)

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 Scheduled Caste/ Scheduled Tribe? Answer 'YES' or 'NO'.

10. Educational Qualification showing places of education with years in Schools and Colleges since 15th year of age :—

Name of School/College with full address	Date of entering	Date of leaving	Examination passed
(1)	(2)	(3)	(4)



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 of employment, up-to-date.

From	Period To	Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service
(1)	(2)	(3)	(4)	(5)

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 Rule(5) of the Central Civil Services (Temporary Services) Rules 1965, or any similar corresponding rules were any disciplinary proceeding 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. (i) (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 any 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
- (ii) If the answer to any of the above mentioned question is 'Yes' give particulars of the case/detention/arrest/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.

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13. Names of two responsible persons of your locality or two references to whom you are known

1.

2.

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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.

Place:

Date:

Signature of candidate.



## 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) Tahsildars or Naik/Deputy Tahsildars authorised to exercise Magisterial powers;
- (v) Principal/Headmaster of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development Officers;
- (vii) Post-Masters;
- (viii) Panchayat Inspectors;

Certified that I have known Shri/Smt./Kumari.....  
 Son/Daughter of Shri.....for the last.....  
 years.....months and that to the best of my knowledge and belief the particulars  
 furnished by him/her are correct.

Place:

Signature:

Date:

Designation or  
status and address:

## TO BE FILLED BY THE OFFICER

- (i) Name, designation and full address of  
the appointing authority
- (ii) Post for which the candidate is being  
considered

SECRET/CONFIDENTIAL/SIMPLE/DETAILED VERIFICATION/RECORD CHECK  
No.....  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF .....

Dated

To

The Director General of Police  
Puducherry

Sir,

Sub: Verification of character and antecedents of candidates for the post.

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I am to state that:-

Thiru/Tmt./Selvi.

Sl. No.	Name of the Official	Designation
1		

whose particulars entered in the enclosed attestation form is a candidate for the post mentioned against him/her.

To enable the department / office to determine the suitability of the candidate(s) for Government service, the Inspector General of Police, Puducherry is requested kindly to certify on the basis of the information available at your records whether he/she has come to adverse notice or not and whether there are any facts about her/him on record which would render him/her unsuitable for employment under Government. In this connection it may be stated that the criteria to be observed for determining the suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organizations, the avowed object, of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the Public services:-

(a) Those who are, or have been member of, or associated with, anybody or association declared unlawful after it was so declared; or

(b) Those who have participated in or associated with any activity or programme-

(i) aimed at the subversion of the Constitution.

(ii) aimed at the organized breach of defiance or the law involving violence,

(iii) prejudicial to the interest of the sovereignty and integrity of India or the security of the State, or

(iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate(s) is/are suitable for Government service, in the light of the criteria mentioned above and if they/he/she are/is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The rule of the security may be communicated immediately to this Department/Office and within a period of fortnight.

3. (Applicable to cases covered by paragraph 2 of M.H.A. O.M. No.3/15/S/65-Estt.(B) dated 08.03.1968 only) Steps may be kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report of the suitability of the candidate(s).

Yours faithfully,

NAME & DESIGNATION  
OF THE FORWARDING AUTHORITY

Encl: As above.

APPENDIX - III(SPECIMEN)

SECRET/CONFIDENTIAL/SIMPLE/DETAILED VERIFICATION/RECORD CHECK  
No.....  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF .....

Dated

To  
.....  
.....

Sir,

Sub: Verification of character and antecedents of Candidates.

\*\*\*

I am to state that Thiru/Tmt./Selvi.

Sl. No.	Name of the Official	Designation
1		

whose particulars entered in the enclosed attestation form is a candidate for the post mentioned against him/her.

To enable the department / office to determine the suitability of the candidate(s) for Government service, the Inspector General of Police, Puducherry is requested kindly to certify on the basis of the information available at your records whether he/she has come to adverse notice or not and whether there are any facts about her/him on record which would render him/her unsuitable for employment under Government. In this connection it may be stated that the criteria to be observed for determining the suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of his political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organizations, the avowed object, of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the Public services:-

(a) Those who are, or have been member of, or associated with, anybody or association declared unlawful after it was so declared; or

(b) Those who have participated in or associated with any activity or programme-

(i) aimed at the subversion of the Constitution.

(ii) aimed at the organized breach of defiance or the law involving violence,

(iii) prejudicial to the interest of the sovereignty and integrity of India or the security of the State, or

(iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate(s) is/are suitable for Government service, in the light of the criteria mentioned above and if they/he/she are/is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The rule of the security may be communicated immediately to this Department/Office and within a period of fortnight.

3. (Applicable to cases covered by paragraph 2 of M.H.A. O.M. No.3/15/S/65-Estt.(B) dated 08.03.1968 only) Steps may be kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect along with your report of the suitability of the candidate(s).

Yours faithfully,

NAME & DESIGNATION  
OF THE FORWARDING AUTHORITY

Encl: As above.

**REVISED ATTESTATION FORM**

(THE CANDIDATE SHOULD PROPERLY FILL THE ATTESTATION FORM WITH HIS/HER OWN HAND WRITING)

Latest colour  
passport size  
Photograph of  
the candidateName of the  
DepartmentName of the Head  
of the Dept.

1. (a) Name in full (capital letters only) with aliases, if any. Please indicate if you have added/dropped at any stage any part of your name/surname.

SURNAME

NAME

- (b) Designation of the candidate with category (Appointment by Direct recruitment/Ex-Servicemen quota/compassionate ground)  
*Enclose supporting certified copies of the documents.*

(i) Designation

(ii) Place of working

(iii) Direct recruitment

☐

Ex-serviceman

☐

Compassionate

☐2. **Details of addresses:**

a. Present

b. Permanent

House/Apartment/Flat No.

Name of Apartment

Lane Name

Street &amp; Road

Village

Mandal/Taluk

Town/City

District

State

Pin Code

Contact Phone Numbers

Mobile

Landline office  
(with STD code)Landline Residence  
(with STD code)

- (c) If originally a resident of Pakistan, the address in that Dominion and the date of migration to Indian Union.

3 Particulars of places where you have resided during the preceding five years from the date of filling up of Attestation Form.

	From (Month/Year)	To (Month/Year)	Residential Address in full (i.e., House/Apartment/ Flat Number, Apartment/Complex/Lane/St reet/Colony and Road, Village, Mandal and District/City)	Police Station and District
1.				
2.				
3.				
4.				
5.				

4 Father's details:

a) Name in full with aliases, if any

b) Profession

c) If in service, give designation and official address.

d) Present postal address (if dead, give last address)

House No.	
Lane Name	
Street & Road	
Village/Mandal	
Dist	
State	
PIN Code	

e) Permanent House Address

House No.	
Lane Name	
Street & Road	
Village/Mandal	
Dist	
State	
PIN Code	

5 (i) Nationality of :

(a) Father

(b) Mother

(c) Wife/Husband

(ii) Place of birth of Wife/Husband

6 (a) Date of birth of the applicant

(b) Present Age

(c) Age at SSC / Matriculation

7 (a) Place of birth, District and State

(b) District and State to which you belong

8 (a) Religion

(b) Are you a member of Scheduled Caste / Scheduled Tribe / Backward Class?

Scheduled Caste ☐ Scheduled Tribe ☐ Backward Class ☐

Please specify the Class/Tribe Grade A, B, C, D & E.

9. Educational Qualifications showing places of education with years in schools and colleges since 15<sup>th</sup> year of age (Please enclose certified copies of Study Certificates and indicate whether study is regular or distance/ correspondence).

Course	Name of the school/ College with full address (village/Mandal/ District/City)	Date of entering (mention month & year)	Date of leaving (mention month & year)	Examination passed with Reg. No.,etc., (Name of the group i.e., Inter/ Degree/Diploma/ PG, etc)	Police Station and District
1. SSC/ Matriculation					
2. Intermediate /Diploma					
3. Graduation/ Professional Course.					
4. Post Graduation					
5. Any other qualification					

10 If you have at any time been employed, give details. (Please enclose certified copies of the documents).

Designation of Post held or description of work	Period		Full Address of the Office, Firm or Institution	Have you been at any time dismissed / removed from service / resigned to the post? If so, please give details.
	From	To		



- 11 Have you ever been arrested by the police, convicted by a Court of law or detained under any state / central preventive detention laws for any offence? Whether such conviction sustained in the Court of Appeal or set aside by the Appellate Court if appealed against.

(Note: If detained, convicted, debarred etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the concerned Department or the authority to whom the Attestation Form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information). If the answer is 'Yes', the full particulars of the conviction, sentences and detention should be given.

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- 12 Name and complete address of two responsible persons of your locality to whom you are known or two referees to whom you are known. **(persons shall not be blood relatives)**

	Referee-1	Referee-2
House/Apartment/ Flat No.	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Name of Apts./ Complex	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Lane Name	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Street & Road	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Village	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Mandal/Taluk	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Town/City	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
District	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
State	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
Pin Code	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>

- 13 Have you ever been member/worker of any Political Party or Communal organization/Youth/Student/ Service/ Labour? If so furnish details.

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**DECLARATION SHOULD BE SIGNED BY THE CANDIDATE**

1. I hereby declare that the statements made in this form are true to the best of my knowledge and belief.
2. I am married/unmarried and have only one wife living (delete which is not applicable).
3. I am fully aware that furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render me unfit for employment under the Government.
4. I am also fully aware that if it comes to notice at any time during my service that false information has been furnished or that there has been suppression of factual information in the Attestation Form, my services would be liable to be terminated solely on this ground.

**Signature of the candidate**

**Date :**  
**Place :**

**CERTIFICATE TO BE SIGNED BY A GAZETTED OFFICER OR MEMBER OF  
LEGISLATURE OR OTHER AUTHORITY AS PRESCRIBED BY THE  
APPOINTING AUTHORITY.**

Certified that I have known Sri/Smt/Kum \_\_\_\_\_,

\_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_

for the last \_\_\_\_\_ years \_\_\_\_\_ months and to the best of my knowledge and  
belief, the particulars furnished by him/her are correct.

Date :  
Place :

(Signature)  
Name & Designation with seal.

Photograph of the  
candidate attested  
by Gazetted  
Officer/MLA/  
Other with seal.  
Competent  
Authority.

(To be filled in and submitted to Concerned Department)

**ANNEXURE (for online verification of C&A at NCT of New Delhi)**

1. Name of the Official :
2. Designation :
3. Sex :
4. Date of Birth :
5. Date of Joining service :
6. Present Address :
7. Permanent Address :
8. Educational Qualification :
9. Blood Group :
10. Father Name :
11. Mother Name :
12. Spouse Name :
13. Nationality :
14. Religion :
15. Mobile No. :
16. Email id :

17. Details of stay at New Delhi :

Period of Stay	Complete Address of Stay	Police station jurisdiction

18. Whether the scanned copy of the following submitted to concerned Dept. ( through email )

19. Scanned passport size photo ( 20 KB) Yes / No
  - a) Scanned ID proof (Pan card, Govt ID) ( 200 KB) Yes / No
  - b) Scanned Address proof (Licence, Aadhar) (200 KB) Yes / No
  - c) Scanned copy of proof of stay at Delhi , if any (200 KB) Yes / No

(Signature of Forwarding Authority)

No. A 16014 /C&A / 2020 /DP&AR /CC3  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\* \* \*

Puducherry, dated, - 3 DEC 2020

OFFICE MEMORANDUM

Sub: Public Services - Verification of Character and Antecedents of candidates who had visited abroad prior to appointment in Puducherry Administration-Instructions regarding submission of Self Affidavit- Reg.

\* \* \*

Verification of character and antecedents is one of the pre-requisite for confirmation of a Government servant in the entry grade. Normally, character and antecedents of Government servant is verified through the Police authorities concerned under whose jurisdiction the Government servant stayed/resided prior to his/her employment. However in cases where the Government servants had visited/stayed abroad there has been considerable delay in getting their character and antecedents verified for such periods. Resultantly, their confirmation in service is also getting delayed.

2. After careful consideration of the issues involved, it has been decided with the approval of competent Authority that the following procedure shall be adopted for issue of character and antecedents verification report to Government servants who stayed/resided abroad for certain periods prior to his/her employment under the Government of Puducherry.

(i) The Govt. servant who stayed/resided abroad for certain periods prior to his/her employment under Government of Puducherry shall submit an affidavit as given in the Annexure duly notarized along with the Attestation Form. Based on the affidavit, character and antecedents verification shall be issued for the respective periods pending actual verification through appropriate channel.

(ii) If the statement of the official contained in the Affidavit is found to be false upon actual verification he/she will be liable for appropriate action under the extant rules.

(iii) For the rest of the period spent in the country routine procedure shall be followed for character and antecedent verification.

3. All Heads of Departments/Head of Offices are requested to take note of the above instructions while forwarding Attestation Form obtained from Government employees for verification of the character and antecedents.

4. The pending cases may also be dealt with as above.

/By order/

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl.: As above

To

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

**Affidavit**

I, ....., s/o, d/o w/o, .....temporarily working as  
.....(designation) in the  
.....(office / Department) do hereby solemnly affirm and  
sincerely declare that :

1. I am the deponent herein.
2. I have been appointed as ..... in the .....Department with effect  
from .....
3. The details of my passport are as under:

Passport No:

Date:

Place of Issue:

Valid upto:

4. I had visited .....(name of the country) prior to my  
appointment under Government of Puducherry and stayed in the address given  
below

Address of Stay/residence

Country of stay

Period of stay

5. The purpose of my visit to ..... (Country name) was for .....
6. No criminal offence was registered/ is pending against me in any court of law  
during my stay/visit to ..... Country, I further affirm that I have not been  
detained, arrested, prosecuted, bound down, acquitted, convicted, etc. I further  
declare that I was not involved in any criminal activity and no criminal case is  
pending against me abroad during the above said period(s).
7. The particulars furnished by me above are true and correct and that I have not  
concealed or misrepresented any facts.
8. I am fully aware that if any of the above details furnished by me are found to be  
false at a later date, I will be liable for appropriate action as per rules.

Solemnly affirmed and signed before me (sign)

at ..... (Place) on ..... (Date)

(Deponent)

Signature of Notary



CONFIDENTIAL

No.....  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF .....

\*\*\*

Dated

I.D.NOTE / MEMORANDUM

Sub: Verification of Character and Antecedents.

Ref: Letter No.....

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Kind reference is invited to the letter cited on the subject. It is stated that the Puducherry Police and other appropriate Police authorities, were requested to verify and report on the character and antecedents of the following staff.

Sl. No.	Name of the Official	Designation
1	Tvl.	

2. The Police Authorities have reported that during his/her stay in the Union Territory of Puducherry and other respective locations, he/she has not come to any adverse notice and there is nothing on record that would render him/her unsuitable for Government Service.

3. The attestation form is returned herewith.

NAME & DESIGNATION OF THE  
ISSUING AUTHORITY

Encl: As above.

To

.....  
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