

**STANDARD COVERING LETTER TO ENDORSE THE 'ATTESTATION FORM' FOR
VERIFICATION OF CHARACTER AND ANTECEDENTS**

SECRET
DATE BOUND

To

The District Magistrate,

Subject : Verification of character and antecedents of candidate for the post of

Sir,

I am directed to say that Shri _____ whose particulars are entered in the enclosed ATTESTATION FORM is a candidate for the post of _____. To enable this Department/office to determine the suitability of the candidate for Government service.

2. I am to request you kindly to certify on the basis of the information available in your records whether he has come to adverse notice or not and whether there are any facts about him on record which would render him unsuitable for employment under Government.

3. In this connection, it may be stated that the criteria to be observed for determining 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 organisation, 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 members 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) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or

- (iii) aimed at the organised breach or defiance of the law involving violence,
- (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 is suitable, for Government service in the light of the criteria mentioned above and if he is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Department/Office and within a period of four weeks.

3. Applicable to cases covered by paragraph 2 of M.H.A. O.M. No. 3/15/S/65 Estt. (B) dated 8-3-1968 only. Steps may 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 on the suitability of the candidate.

Yours faithfully,

Sd/-
Competent authority authorized by Appointing Authority

Endst. No. _____

Dated: _____

A copy of this letter alongwith ATTESTATION FORM is forwarded to the following for further necessary action within the time limit prescribed by Government :-

1. Addl. Director General of Police (CID), Haryana, Haryana Civil Secretariat, Chandigarh.
2. Superintendent of Police, District _____.

Sd/-
Competent authority authorized by Appointing Authority

‘ATTESTATION FORM’			
Affix signed passport size (5 cm. X 7 cm. Approx) copy of recent photograph		WARNING:	
		1.	THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVT.
		2.	If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details of communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.
		3.	If the fact that false information has been furnished 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 and Town.		
3.	(a) Home Address in full (i.e Village, Thana, and District or House No.Lane/Street/Road and Town andname of District Headquarters. (b) If Originally a resident of Pakistan,the address in that country and thedate of migration to Indian Union.		
4.	Aadhar Card No.		
5.	PAN No.		
6	Nationality		

7	<table border="1"> <tr> <td data-bbox="327 237 427 320">(a)</td> <td data-bbox="427 237 826 320">Date of birth</td> <td data-bbox="826 237 1356 320"></td> </tr> <tr> <td data-bbox="327 320 427 403">(b)</td> <td data-bbox="427 320 826 403">Present Age</td> <td data-bbox="826 320 1356 403"></td> </tr> <tr> <td data-bbox="327 403 427 486">(c)</td> <td data-bbox="427 403 826 486">Age at Matriculation</td> <td data-bbox="826 403 1356 486"></td> </tr> </table>						(a)	Date of birth		(b)	Present Age		(c)	Age at Matriculation													
(a)	Date of birth																										
(b)	Present Age																										
(c)	Age at Matriculation																										
8	<table border="1"> <tr> <td data-bbox="327 546 427 647">(a)</td> <td data-bbox="427 546 837 647">Place of birth, District and State in which situated</td> <td data-bbox="837 546 1356 647"></td> </tr> <tr> <td data-bbox="327 647 427 748">(b)</td> <td data-bbox="427 647 837 748">District and State to which you belong.</td> <td data-bbox="837 647 1356 748"></td> </tr> <tr> <td data-bbox="327 748 427 848">(c)</td> <td data-bbox="427 748 837 848">District and State to which your father originally belong.</td> <td data-bbox="837 748 1356 848"></td> </tr> </table>						(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.													
(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	<table border="1"> <tr> <td data-bbox="327 864 427 943">(a)</td> <td data-bbox="427 864 837 943">Yours religion</td> <td data-bbox="837 864 1356 943"></td> </tr> <tr> <td data-bbox="327 943 427 1133">(b)</td> <td data-bbox="427 943 837 1133">Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'Yes or No'</td> <td data-bbox="837 943 1356 1133"></td> </tr> </table>						(a)	Yours religion		(b)	Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'Yes or No'																
(a)	Yours religion																										
(b)	Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'Yes or 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. <table border="1"> <tr> <th data-bbox="327 1346 564 1536">From</th> <th data-bbox="564 1346 794 1536">To</th> <th data-bbox="794 1346 1161 1536">Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).</th> <th data-bbox="1161 1346 1441 1536">Name of the District Headquarters of the place mentioned in the preceding column)</th> </tr> <tr> <td data-bbox="327 1536 564 1659"></td> <td data-bbox="564 1536 794 1659"></td> <td data-bbox="794 1536 1161 1659"></td> <td data-bbox="1161 1536 1441 1659"></td> </tr> </table>						From	To	Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column)																	
From	To	Residential address in full (i.e. Village, Thana and Distt. or house No. Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column)																								
11.	<table border="1"> <tr> <th data-bbox="327 1715 507 1883"></th> <th data-bbox="507 1715 683 1883">Name</th> <th data-bbox="683 1715 831 1883">Nationality (by birth and/or by domicile)</th> <th data-bbox="831 1715 979 1883">Place of birth</th> <th data-bbox="979 1715 1150 1883">Occupation (if employed give designation & official address)</th> <th data-bbox="1150 1715 1299 1883">Present Postal address (if dead give last address)</th> <th data-bbox="1299 1715 1422 1883">Permanent Home Address</th> </tr> <tr> <td data-bbox="327 1883 507 2007">Father (name in full aliases, if any)</td> <td data-bbox="507 1883 683 2007"></td> <td data-bbox="683 1883 831 2007"></td> <td data-bbox="831 1883 979 2007"></td> <td data-bbox="979 1883 1150 2007"></td> <td data-bbox="1150 1883 1299 2007"></td> <td data-bbox="1299 1883 1422 2007"></td> </tr> <tr> <td data-bbox="327 2007 507 2087">Mother</td> <td data-bbox="507 2007 683 2087"></td> <td data-bbox="683 2007 831 2087"></td> <td data-bbox="831 2007 979 2087"></td> <td data-bbox="979 2007 1150 2087"></td> <td data-bbox="1150 2007 1299 2087"></td> <td data-bbox="1299 2007 1422 2087"></td> </tr> </table>							Name	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	Father (name in full aliases, if any)							Mother						
	Name	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																					
Father (name in full aliases, if any)																											
Mother																											

	Wife/Husband							
	Brother(s)							
	Sister(s)							

12. Information to be furnished with regard to sons(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

13. Educational Qualification showing places of education with years in Schools and Colleges since 15th years of age.

Name of School/College Examination passed with full address	Date of entering	Date of leaving

14 (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.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service.	Period
From	To				

14(b)	If the previous employment was under the Government of India, a State Government/ an Undertaking owned of controlled by the Government of India of a State Government/ an Autonomous Body/University/ Local Body. If you had left service from Government of India on giving a month's notice under the rules 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules applicable in the State Government where you were working any disciplinary proceedings were 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?																																						
15 (i)	<table border="1"> <tr> <td>(a)</td> <td>Have you ever been arrested?</td> <td>Yes/No</td> </tr> <tr> <td>(b)</td> <td>Have you ever been prosecuted?</td> <td>Yes/No</td> </tr> <tr> <td>(c)</td> <td>Have you ever been kept under detention?</td> <td>Yes/No</td> </tr> <tr> <td>(d)</td> <td>Have you ever been bound down?</td> <td>Yes/No</td> </tr> <tr> <td>(e)</td> <td>Have you ever been fined by a Court of Law?</td> <td>Yes/No</td> </tr> <tr> <td>(f)</td> <td>Have you ever been convicted by a Court of Law for any offence?</td> <td>Yes/No</td> </tr> <tr> <td>(g)</td> <td>Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?</td> <td>Yes/No</td> </tr> <tr> <td>(h)</td> <td>Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/ selection?</td> <td>Yes/No</td> </tr> <tr> <td>(i)</td> <td>Is any case pending against you in any Court of Law at the time of filling up this application form?</td> <td>Yes/No</td> </tr> <tr> <td>(j)</td> <td>Is any case pending against you any University or any other educational authority/Institution at the time of filling up this Attestation Form ?</td> <td>Yes/No</td> </tr> <tr> <td>(k)</td> <td>Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise?</td> <td>Yes/No</td> </tr> </table>						(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 application form?	Yes/No	(j)	Is any case pending against you 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
(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 application form?	Yes/No																																					
(j)	Is any case pending against you 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																																					

15 (ii)	If the answer to any of the abovementioned questions 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 form.						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top; padding: 2px;">NOTE:</td> <td style="width: 10%; vertical-align: top; padding: 2px;">(i)</td> <td style="padding: 2px;">Please also see the 'warning' at the top of this Attestation Form.</td> </tr> <tr> <td></td> <td style="vertical-align: top; padding: 2px;">(ii)</td> <td style="padding: 2px;">Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.</td> </tr> </table>	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.
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.					
16	Name of two responsible persons of your locality or two references to whom you are known alongwith the Identity Certificate given by them in the enclosed proforma. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 10%; text-align: center; padding: 5px;">1</td> <td style="height: 50px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">2</td> <td style="height: 50px;"></td> </tr> </table>	1		2			
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. Contd.....						

IDENTITY CERTIFICATE

(Certificate to be signed by anyone 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) Tehsildars or Naib/Deputy Tehsildar authorised to exercise magisterial powers;
- (v) Principal/Head Master of the recognised School/College/Institution where the candidate studied last;
- (vi) Block Development & Panchayat Officer;

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

Date _____

Signature _____

Place _____

Designation or status and address