

**Government of Jammu and Kashmir**  
**General Administration Department**

Civil Secretariat, Srinagar

Subject: Amendment in the Jammu and Kashmir Civil Services (Verification of Character and Antecedents) Instructions, 1997.

Reference: Letter No.CID/NGO/2021/447-50 dated 15.02.2021 from the ADGP, CID, J&K.

**Government Order No.528-JK(GAD) of 2021**

**Dated: 21.06.2021**

It is hereby directed that the Instruction 2 of the Jammu and Kashmir Civil Services (Verification of Character and Antecedents) Instructions, 1997, notified vide Government Order No.1918-GAD of 1997 dated 09.12.1997, read with Government Order No.597-GAD of 1999 dated 26.05.1999, Government Order No.681-GAD of 2000 dated 14.06.2000 and Government Order No.1328-GAD of 2016 dated 07.12.2016, shall be substituted as under:

*"The appointing authorities, on the receipt of attestation forms from the candidates, shall forward these forms with a covering letter (sealed and marked secret) in the form prescribed to this Government Order directly to the CID Headquarter for conducting the verification of the Character and Antecedents of the selectees.*

*The CID shall conduct the verification of the Character and Antecedents of the selectees and forward the same to the requisitioning authority within one month from the date of receipt of the list of selectees. In case the verification process in respect of some candidates requires more time, the CID may seek another one month in respect of such candidates only while forwarding the completed cases. However, the entire time period in the verification process should not be more than two months under any circumstances.*

*The appointing authority, on the receipt of the satisfactory verification report, issue the appointment order and the candidates in whose case the report is received at a later stage (after the part selection list is operated upon) shall on the receipt of a satisfactory verification report be appointed notionally from the date the earlier appointments are made.*



*In case of receipt of an adverse report and on confirmation thereof by the State/Divisional/District Level Screening Committee, as the case may be, the appointment shall automatically stand cancelled without any notice."*

Further, Annexure-I to Government Order No.1918-GAD of 1997 dated 09.12.1997, read with Government Order No.597-GAD of 1999 dated 26.05.1999, Government Order No.681-GAD of 2000 dated 14.06.2000 and Government Order No.1328-GAD of 2016 dated 07.12.2016, shall be substituted by Annexure-I to this order.

**By order of the Lieutenant Governor.**

Sd/-

(Manoj Kumar Dwivedi) IAS

**Commissioner/Secretary to the Government**

No: GAD-MTG0RBIV/79/2021-08-GAD

Dated: 21.06.2021

Copy to:

1. Additional Chief Secretary, Health and Medical Education Department. J&K.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. All Commissioners/Secretaries to the Government.
6. Chief Electoral Officer, J&K.
7. Director General, J&K IMPARD.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
9. Divisional Commissioner, Kashmir/Jammu.
10. All Heads of Departments/Managing Directors.
11. All Deputy Commissioners.
12. Director Information, J&K.
13. Director, Archives, Archaeology and Museums, J&K.
14. Chairperson, J&K Special Tribunal.
15. Secretary, J&K Public Service Commission/SSB/BOPEE.
16. General Manager, Government Press, Srinagar.
17. Private Secretary to the Lieutenant Governor.
18. Private Secretary to the Chief Secretary.
19. Private Secretary to Advisor (F)/(B)/(BK) to the Lieutenant Governor.
20. Private Secretary to Commissioner/Secretary to the Government, GAD.
21. In-charge website, GAD.
22. Government Order file/Stock file.

Dr. Shabir Hussain Keen

**Additional Secretary to the Government**

## Annexure-I

Name:

Parent Department:

Present Department

Designation:

Employee ID:

**Affix signed  
passport size  
(5 cms x 7cms)  
recent photograph**

**(To be filled in block letters)**

1. The furnishing of false information or suppression of any factual information in the Attestation Form would entail disqualification, and is likely to render the candidate unfit for employment under the government. If suppression of any factual information comes to notice at any time during the service of a person, his services would be liable to be terminated without any further notice.
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. (a) Name in full : (First Name) (Middle Name) (Last Name) (Surname)  
(b) Sex  
(c) Alias (if any):  
(d) Category:  
(e) Blood Group  
(f) Name at birth, if different and any other names, surnames used at any stage:

4. (i) Present Address

- a. House No./Name :
- b. Locality/Street :
- c. Town/Village :
- d. Police Station :
- e. Post Office :
- f. District :
- g. State/UT :

(ii) Permanent Address

- a. State/UT :
- b. District :
- c. House No./Name :
- d. Locality / Street :
- e. Town Village :
- f. Police Station :
- g. Post Office :

(iii) Please mention original place, if the family has migrated after 01.01.1990:

- a. State/UT :
- b. District :
- c. House No./Name :
- d. Locality / Street :
- e. Town Village :
- f. Police Station :
- g. Post Office :

(iv) Domicile certificate details:

(v) Educational Qualification (Academic/Technical) showing places of education with years in school, colleges and universities since 15 years of age :

Name of school / college / university (with full address)	Date of entering	Date of leaving	Date of Examination passed

5. Mobile numbers used during last 5 years :
6. Email and social media/web based portal accounts :
7. Registration number of vehicles owned/used :
8. Bank / post office account numbers :
9. PAN number :
10. Aadhar number :
11. Passport number :



12. Date of Birth :

13. Place of birth (village/town, district, state, country) :

14. Nationality :

15. Religion :

16. Details of postings and promotions earned from the date of appointment (applicable for re-verification cases) :

(a) Posting

Office & Place	From	To

(b) Promotion

Office & Place	From	To

17. Joining Details

i. Recruiting Agency	
ii. Date of Appointment	
iii. Initial Joining Department	
iv. Date of Joining	
v. Employee initial cadre State/Div./District	
vi. Gaz./Non-Gaz./Class-IV	
vii. Order No.	
viii. Initial Joining Office	
ix. Designation	
x. Permanent/Temporary Employee	

18. Salary Details

Current Pay Band		PAN No.	
Grade Pay		Basic Pay	
Personal/Special Pay		GPF/PRAN No.	
Dearness Allowance/ Dearness Pay COLA YES/NO		Deduction Type GPF/CPF(NPS)	
Total Salary (including Allowance)			
Name of Salary Bank Branch		Saving A/c No.	
Entitlement of Pension (Defined benefit/NPS)			
Contribution to NPS (Employer + Employee)			
Accumulations under NPS (including earnings from investment of contribution):			

19. Employee Office details

Employee office details  
Current designation

Current Post

Current Cadre:  
State /Div/District

Current office

20. Whether Govt. accommodation allotted in Jammu/Srinagar:

Details of accommodation, if hired (Y/N)

21. Particulars of family members.

Relation	Name	Occupation	Present address
Father			
Mother			
Wife/ Husband			
Son(s)			
Daughter(s)			
Brother(s)			
Sister(s)			
Step son(s)			
Step daughter(s)			

22. Particulars of In-Laws:

Relation	Name	Occupation	Present address
Father-in-law			
Mother-in-law			
Brother-in-law (s)			
Sister-in-law (s)			

23. Particulars of places (with period of stay) where you have resided for more than one year at a time during the preceding 5 years. In case of stay abroad (including Pakistan/PoK), particulars of all places where you have resided for more than one year after attaining age of 18 years:

From	To	Full address including Village, Police Station, Post Office, Town, House and Street No., Contact No., etc.

24. Please furnish details of your foreign visits for the last five years:

From	To	Country visited, purpose of visit, details of host with whom he/she stayed

25. Details of personal contact with Government officials of foreign countries:

Name, Designation & Country of official	Meeting circumstances

26. Please furnish details of the foreign visits of your spouse for the last five years:

From	To	Country visited, purpose of visit, details of host with whom he / she stayed

27. Details of persons (other than family members) residing with you:

Name	From	To	Relevant contextual information

28. Details of family members (Indian and Non-Indian) working in foreign missions or in foreign organization including foreign concerns in India & Abroad:

Name & relation	Current address	Nationality	Place/ Country of birth	Occupation / employer details	Additional relevant information

29. Details of children studying / living / working abroad :

Name Relationship	Details of course being pursued, college / university; employer details and residential address

30. Details of previous employment 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 public projects :

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

*If you had left service on giving three months notice under Article 230 of the J&K CSR Volume-I, 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 date(s), before your service actually terminated?*

31. (a) Have you ever been arrested? **Yes/No** (If yes give details)  
 (b) Have you ever been prosecuted? **Yes/No** (If yes give details)  
 (c) Have you ever been kept under detention? **Yes/No** (If yes give details)  
 (d) Have you ever been bound down? **Yes/No** (If yes give details)  
 (e) Have you ever been fined by a court of law? **Yes/No** (If yes give details)  
 (f) Have you ever been convicted by a court of law? **Yes/No** (If yes give details)  
 (g) Have you ever been charged before a court of law with an offence for which you were convicted, conditionally discharged, placed on probation or acquitted? **Yes/No** (If yes give details)

32. (a) Whether discharged/expelled/withdrawn from any training programme in Government / Private institution? **Yes/No** (If yes give details)

(b) Have you ever been debarred from any examination or rusticated by any University or any other Educational authority/institution? **Yes/No** (If yes give details)

(c) Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection? **Yes/No** (If yes give details)

(d) Is any case or inquiry / departmental proceeding pending against you in any court of law (including civil litigation) or with any other authority. (If yes give details)





33. Have you ever been a Prisoner of War or held in enemy country for any duration? If so, give details

34. Are you an Arms license holder? If so, give details of license and Arms in possession:

35. Details of outstanding loans, borrowings and financial liabilities of self and spouse :

36. (a) Details of membership of cultural or social organizations associated with or assisted by a foreign mission or organization :

(b) Details of membership of family members and close relatives of cultural / social organization which is associated with foreign mission or organization:

(c) Details of membership of or association with prescribed / prohibited / banned organization viz JeI: \_\_\_\_\_

(d) Details of membership of club/society/association/trust/charity and similar bodies:

37. (a) Details of membership of any political party / organization and participation in any political activity:

(b) Details of membership of family members / close relatives any political party / organization and participation in any political activity:



38. Details of legal proceedings against / prosecution of family members and close relatives:

39. Details of family members / close relatives having been prisoner of war or held in any enemy country for any duration:

40. Name, address and contact numbers of two responsible person of your locality or two references to whom you are known:

**Declaration :**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am duly aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter/order 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 the candidate/employee)

**each page to be signed**

Place:

Date:

STATE TIMES  
THE BOLD VOICE OF J&K NOW IN DELHI