

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SC.B) DEPARTMENT

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Cir. Memo.No.132/SC.B/A1/2012-1

Dated: 15-11-2012.

Sub:-**Verification of character and antecedents** of candidates selected for appointment to the State Government Services - Revised Attestation form - Instructions - Implementation - Reg.



- Ref: 1. Government Memo No.513/SC.B/1995-1, G.A (SC.B) Department, dated: 17.04.1995.  
2. From the Director General of Police, A.P., Hyderabad, letter ID.No.1400/VI/2005-2011, dated: 06.03.2012.

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In the reference 1<sup>st</sup> cited, Govt. have issued consolidated instructions to the Departments of Secretariat, Heads of Department and District Collectors on verification of character and antecedents of the candidates selected for appointment in the Government services. An attestation form has been prescribed to be filled by the candidates.

2. In the reference 2<sup>nd</sup> cited, the DGP has stated that several instances have come up wherein the referral authorities have not been either sending the prescribed Attestation Forms or sending prescribed Attestation Forms with incomplete information, particularly Column Nos. 4 and 10. It was observed in several instances, wherein referral authorities have sent attestation forms of the same candidates for more than one time with different current numbers, resulting in confusion, lot of avoidable administrative inconvenience and waste of time, besides duplication of work. Those incomplete forms are return to the referral authorities for fresh submission with full information. The process of verification shall be complete in stipulated time, if the attestation form is furnish by the referral authorities with full information. Further, it is felt that a new format of attestation form may be prescribed as the existing form was prepared 16 years ago to make it more relevant and easy to complete the verification process at the earliest.

3. Government after examination of the matter, hereby revise the Attestation form. The columns 4 and 10 of the old format are revised and two more columns i.e., Date of entry into the **service** and to affix the photo of a candidate attested by a Gazetted Officer or Member of Legislature or other competent authority have been incorporated. The new format is appended to this circular Memo.

4. All the Departments in Secretariat and Heads of Departments are requested to follow the revised Attestation form only for verification of the Character and antecedents of the candidate. The other guidelines/ instructions issued in the Memo. 1<sup>st</sup> Cited shall hold good and are hereby reiterated.

5. Further, all the Referral Authorities are instructed to ensure that all the columns in the Attestation Form (new format) are filled up and they have to send Attestation Forms to the concerned Commissioners of Police / Superintendents of Police, in whose jurisdiction the candidates selected for appointment to Government service have either studied / resided / worked or are working, duly marking copies of the Attestation Forms to the Intelligence Department. They are also requested to ensure that all the Columns in the format are properly and fully filled in / completed before sending it to the concerned Police Officers for verification.

(PTO)

6. These instructions should be kept in the personal custody of responsible officers and all matters relating to the verification should be treated as 'SECRET' in nature.

7. The receipt of this memo should be acknowledged.

MINNIE MATHEW,  
CHIEF SECRETARY TO GOVERNMENT

To

All Special Chief Secretaries

All Principal Secretaries/Secretaries to Government.

All departments in Secretariat.

All Collectors and District Magistrates in the State.

All Commissioners of Police in the State.

All Superintendents of Police, in the State.

The Director General of Police, AP, Hyderabad.

The Additional Director General of Police (Intelligence), AP., Hyderabad.

The General Administration (OP.I/II/IV/SU.I/SU.II/Ser.D/Ser.A/Ser.B) Department.

The Andhra Pradesh Public Service Commission (with covering letter).

Copy to:

The Registrar, High Court, A.P., Hyderabad.

All the District & Session Judges in the State,

The Registrar, Andhra Pradesh Administrative Tribunal, Hyderabad.

The Secretary to Government, (Services).

The Director General, Anti Corruption Bureau, Hyderabad.

The Law Department.

Sf/Scs

// FORWARDED BY ORDER //

 15.11.12

SECTION OFFICER (SC)