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Govt of India / Ministry of Defence  
Department of Defence Production  
DGQA (Vigilance Cell)  
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A/97598/Policy/DGQA (Vig Cell)

29 Apr 2025

All ADGsQA

**GUIDELINES ON VERIFICATION OF DOCUMENTS  
AT THE TIME OF APPOINTMENT / PROMOTION**

1. Reference this office letter No. A/97598/Policy/DGQA (Vig Cell) dated 18 Sep 2024.
2. DGQA (Vig Cell) vide letter under reference issued a policy/guidelines wrt verification of character and antecedents of Govt employees at the time of appointment to Govt service in DGQA. The instructions dated 18 Sep 2024 are hereby superseded to the extent elaborated there in after.
3. Appointment to various posts in DGQA Establishments is made through direct recruitment/ promotion/ deputation/ absorption as provided in the Recruitment Rules for the concerned post. Direct recruitment in respect of different posts is carried out as under:-

(a)	Group 'A' Gazetted posts	UPSC
(b)	Group 'B' Gazetted posts	
(c)	Group 'B' Non-Gazetted posts	SSC
(d)	Group 'C' posts	

4. After the selection of candidates through the respective agencies as mentioned above, a number of actions are required to be completed by the office. These actions include verification of Educational Qualification, Experience Certificates, Character Antecedents, Medical Certificates, Caste Certificates, Disability Certificates, etc. After appointment to the respective posts, post verification of documents and certificates, the appointed candidates are required to fill up Attestation Form giving various details about themselves and also intimate the details of movable and immovable property held by them at the time of appointment to Govt service.
5. It has been observed that in a number of cases, the above procedural requirements are either not completed or not followed diligently by the concerned offices. This has created a situation where disciplinary proceedings against the concerned officials become inevitable. Some of the examples of common cases of non compliance with procedural requirements are as under:-

(a) In one instance, a candidate was sponsored as a General Category (unreserved) candidate. However, the Board of Officers, convened for conducting recruitment to the post, considered the candidate against a vacancy reserved for reserved category. As a result, the candidate, in spite of not fitting into the merit list for unreserved category, was appointed in DGQA. Even after appointment of the said candidate, his category was not scrutinised/ verified by the officials concerned. As a result, the individual availed two promotions much earlier than his seniors who belonged to unreserved category.

(b) In another case, the caste certificate submitted by an individual was not a valid certificate as it did not bear number and date. During re-verification of caste certificates, the fact was noticed.

*Atul Singh*

(c) There have been cases wherein Govt servants have reflected ancestral properties in their Annual Immovable Property Returns. However, neither the properties were declared by them at the time of joining Govt service nor any intimation was given at the time of inheriting such property after joining Govt service.

(d) There are cases where Experience Certificates submitted by concerned individuals at the time of joining Govt service were found fake after the individual had served for about a year in the organisation.

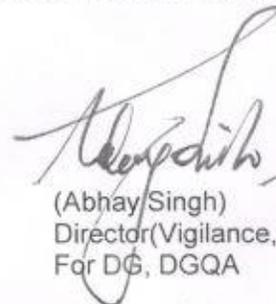
6. (a) In order to streamline the process and to ensure that such cases are not repeated in future, the following shall be ensured by the concerned at the Tech Dtes/Estts:-

S. No	Action	Verification	
		When	From Whom
(a)	Verification of Caste and EWS certificate at the time of joining Govt service	Within one month of appointment	Competent Issuing Authority
(b)	Verification of Caste Certificate at the Time of Promotion/ Other Service Benefits	Immediately after each promotion/ other service benefit	
(c)	Verification of disability Certificate	Immediately after appointment	Issuing Medical Authority
(d)	Verification of character and Antecedents <sup>#</sup>	The exercise of the verification of character & antecedents should be carried out in six months time after Provisional appointment.	District authority where the selected candidate has lived during past five years.
(e)	Verification of Experience Certificate	Before appointment to Govt service	Concerned issuing authority/ organisation
(f)	Verification of Education Qualification	Post appointment to Govt service	
(g)	Maintaining of Records in Service Book	Continuous process	The Service Book shall be regularly updated and all relevant details viz. Caste Certificate, personal details, details of family, Aadhaar No, residential/ permanent address, holding of movable and immovable property, etc shall be entered in the Service Book from time to time. Necessary mandatory declarations at the time of joining Govt service shall also be entered in the Service Book.

# Additional scrutiny in respect of Verification of character and Antecedents

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7. Some of the other guiding principles, criteria and procedures will be as under:-
- (a) The verification of character & antecedents will be carried out, but the issue of appointment letters need not be withheld pending such verification. The appointing authorities will issue provisional appointment letters after obtaining the attestation form and self declaration from the candidate. The candidate along with the details of attestation form will also submit the self-declaration certifying that all facts and details given in the form are correct.
- (b) In the provisional appointment letter, it will be clearly mentioned that in case character & antecedents of the candidates is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal/ legal action will also be taken, as a consequence.
- (c) The exercise of the verification of character & antecedents should be carried out in six months time. Once the verification report is received and there are no objections on the facts given by the candidate, the provisional appointment letter will be confirmed.
- (d) If the verification report is not received within six months then, the appointing authority will refer the matter to Director General Police of the concerned State asking to provide the verification report in three months. If the report is still not received, then the Union Home Ministry will be requested to get the verification report obtained from the concerned authorities so that the decision of confirmation on the provisional appointment letter is taken.
- (e) Since the candidate will submit the self declaration, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, then the appointing authority shall cancel the appointment letter forthwith. The candidate shall be rendered unfit for any Government employment and appointing authority shall undertake other criminal/civil/legal action, as per provisions of Indian Penal Code (IPC) etc as deemed fit.
- (f) In case, where appointing authority is of the view that the candidate will be appointed to sensitive post or in which detailed prior verification is considered particularly necessary in the interest of security, the appointment will be made only after such verification. However, for such cases, exemption shall be considered by DoP&T after a reference is submitted by administrative Ministries giving full justification.
8. These guidelines may be given wide publicity by the Tech Dtes and the Estts for strict compliance by all concerned.
9. This issues with the approval of DG, DGQA.

  
(Abhay Singh)  
Director(Vigilance, PE & Legal)  
For DG, DGQA

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