



**MUNICIPAL CORPORATION OF DELHI**  
**CENTRAL ESTABLISHMENT DEPARTMENT**  
22<sup>nd</sup> Floor, Dr. S.P. Mukherjee Civic Centre,  
J.L. Nehru Marg, New Delhi-110002.



No. SO-II/AO/Dir. (P)/CED/MCD/2024/ 1539

Dated: 05/06/2024.

**CIRCULAR**

Subject: Appointment to the candidates provisionally selected by UPSC/DSSSB for various posts in Municipal Corporation of Delhi.

I am directed to endorse herewith instructions of DoP&T issued vide letter No. 41034/1/2022-Estt.(Res-I) dated 29.03.2023 for streamlining the process of verification of Caste/community certificate and ensuring its timely completion (Copy enclosed).


2. Further, the Circular No. F.14(5)/7/2018/Misc./S-III/3042 dated 22.10.2018 for MCD issued by the Service Department, Government of NCT of Delhi regarding Appointment to the candidates provisionally selected by DSSSB for various posts in GNCT of Delhi (Copy enclosed) is also re-endorsed.

3. It is also advised to take into consideration the OM dated 29.06.2016 issued by DoP&T, Govt. of India endorsed to all HoDs vide Services Department letter No. 1/12361/2016 dated 31.08.2016 regarding verification of character and antecedents (Copy enclosed) vide which it has been decided that the verification of character & antecedents will be carried out, but the issue of appointment letters need not be withheld pending such verification.

4. The appointing authorities will issue provisional appointment letters after obtaining the filled and duly signed attestation form and self declaration from the candidate subject to verification of pending character and antecedents from the concerned authorities.

5. All the appointing authorities/HODs of MCD are hereby directed to comply the abovesaid instructions issued by this circular.

6. This issues with the prior approval of the Competent Authority.

  
5-6-24  
(P. K. Jolly)  
(Admn. Officer)

To,   
All Departments/Offices of MCD –through email

Copy to:

1. All Addl. Commissioners/CVO/CLO/Municipal Secretary
2. All Dy. Commissioners/HODs –through e-mail
3. Secretary to Commissioner – for kind information of Commissioner
4. Director (IT) - to upload it on MCD website
5. Office Copy/Guard File

**No.41034/1/2022-Estt.(Res-I)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**  
**ESTT.(Estt. Reservation-I)**  
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**North Block, New Delhi**  
**Dated 29 March, 2023**

To,

All States and UTs

**Subject:-Timely verification of Caste/Community Certificates - regarding.**

Sir,

I am directed to say that Government of India has been issuing instructions to all the States/UT Government for streamlining the process of verification of Caste certificate and ensuring its timely completion.

2. In this regard, this Departments' letter No.41034/4/2020-Estt.(Res-I), dated 19.03.2021, addressed to the Chief Secretaries of all States/UTs and letter No.41034/2/2022-Estt.(Res-I), dated 21.10.2022, addressed to the Secretaries (General Administrative Departments) of all States/UTs may be referred vide which attention of all the States/ UT Governments was invited towards some cases of withholding of pensionary benefits of the employees of the Central Government belonging to ST category due to pendency of their caste verification process at the end of concerned State Government. The concern and the serious view taken by the Parliamentary Committee on the Welfare of SC and ST in this regard was also communicated to the State/ UT Governments vide the aforesaid letters. Copies of the aforesaid two letters are attached.

3. Now, the Parliamentary Committee on the Welfare of SC and ST, vide its recommendations in its 21<sup>st</sup> Report (17<sup>th</sup> Lok Sabha), has, reiterated its earlier recommendations for timely completion of caste verification process.

4. The State/UT Governments have been requested from time to time that they are required to ensure at their own level that veracity of the Caste/Community certificate referred to the district authorities is verified and reported to the appointing authority **within one month** of receipt of request from such authority. The State/UT Governments are also required to initiate disciplinary proceedings against the officers of the State who default in timely verification of Caste Status.

5. In view of the above, all the State/ UT Governments are once again requested to ensure adherence to the aforesaid instructions and ensure that veracity of the Caste/Community certificate referred to the district authorities is verified and reported to the appointing authority **within one month** of receipt of request from such authority.

6. This issues with the approval of Secretary (P).

(Sign of Authority)  
**SANDEEP SAXENA**  
**DEPUTY SECRETARY (RESERVATION)**  
23092036



- The Secretaries of all the Ministries/Departments of the Govt. of India for ensuring strict compliance of the existing instructions on timely verification of Caste/Community Certificate.
2. Department of Financial Services, New Delhi.
  3. Department of Public Enterprises, New Delhi.
  4. Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
  5. The Secretary, National Commission For Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
  6. The Secretary, National Commission for Scheduled Tribes, 6th Floor, B Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110003.
  7. The Secretary, National Commission for Backward Classes, Trikoot - 1, Bhikaji Cama Place New Delhi - 110 066.
  8. Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
  9. Lok Sabha Secretariat/Rajya Sabha Secretariat
  10. NIC, DoPT with the request to upload the same on the website of the Department.

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (III)**  
**7<sup>TH</sup> LEVEL, B WING, DELHI SECRETARIAT**  
**I.P. ESTATE, NEW DELHI-110002.**

(Website: <http://services.delhigovt.nic.in/>; Ph.No.: 23392239; Fax No.: 23392150)

No.F.14(5)/7/2018/Misc./S-III/3042

Dated :- 22/10/2018

**CIRCULAR**

Sub.:- Appointment to the candidates provisionally selected by DSSSB for various posts in GNCT of Delhi-regarding.

The Delhi Subordinate Services Selection Board, GNCT of Delhi has been forwarding dossiers of provisionally selected candidates for appointment to various Group 'B' and 'C' posts, both technical and non-technical, in different departments of Govt. of NCT of Delhi/Autonomous Bodies/PSUs/Local Bodies. It has come to the notice that many departments/ Autonomous Bodies/PSUs/Local Bodies are not taking requisite action for appointment of the selected candidates in a time bound manner.

Upon nomination of dossiers the user departments should ensure that the offer of appointment to the candidate is issued within one month from the date of receipt of nominated dossiers. Thereafter, the appointment of the candidate, nominated through the letter, should preferably be made within 90 days from the date of receipt of nominated dossiers.

All the user departments are required to adhere to the terms and conditions communicated by Services Department/DSSSB at the time of forwarding dossiers. Some of these are re-produced as under, with the request to kindly ensure that they are strictly adhered to, viz.:-

- i) The Board makes provisional selection of the candidates on the basis of information provided by the candidate in his/her application form. The Appointing Authority is required to verify and satisfy itself about the admissibility and reservation benefit authenticity of documents including educational/ professional qualification/ experience certificate/caste certificate/creamy layer status & caste of OBC and eligibility as per Recruitment Rules. In case, Indenting department feel that there is any candidate who has been recommended by the Board, does not fulfil any of the eligibility conditions, his/her dossier along with comments of the Department may be sent immediately to the Board for cancellation of candidature and for such further action as considered appropriate.
- ii) The appointment may be made on probation for prescribed period subject to verification of candidates' eligibility in all respects like educational qualification, category status and date of birth as furnished in the application. The appointment may be terminated at any time by one month notice given by either side viz. the appointee or the appointing authority without assigning any reason thereof.
- iii) The offer of appointment should be sent only by Registered Post, if undelivered, then a reminder should be sent. If the letters are returned by the postal authorities undelivered, the letters along with the envelopes containing remarks, by the postal authorities should be retained for record. In case of different mailing address then a copy of the offer of appointment should also be sent to the other address also. The dossiers of such candidates should be returned to the Board/Services Department (in case of Grade-II / IV (DASS) and Stenographer Grade-III) only if the second letter is also returned undelivered. At least three weeks time from the date of issue of the offer of appointment should be given to candidates to respond to the offer of appointment.
- iv) In case candidate declines the offer of appointment, fails to report for duty or there is no response from him/her, even after reminder(s) (through registered post), the offer of appointment should formally be cancelled and the candidates be informed accordingly. The dossier(s) of such candidate(s) may thereafter be returned to the Board/Services Department (in case of Grade-II / IV (DASS) and Stenographer Grade-III) after placing therein a copy of the offer of appointment, subsequent reminder(s) and the memorandum of cancellation of the offer of appointment at the earliest. Since, DSSSB has provision of a waiting list/panel with a validity of one year from date of declaration of result and candidate(s) can be nominated from this panel and vacancy can be filled up.
- v) The candidate shall have to produce the original certificates regarding date of birth, educational qualification etc., (including certificate belonging to Scheduled Caste/



Tribes/OBC/PH/Sports Quota/Ex-Service Man etc. wherever applicable) before the Appointing Authority.

Further, it is also advised to take into consideration the OM dated 29.06.2016 issued by DoPT, Govt. of India endorsed to all HoDs vide Services Department letter No. 1/12361/2016 dated 31/08/2016 regarding verification of character and antecedents (copy enclosed) vide which it has been decided that now 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 filled and duly signed attestation form and self declaration from the candidate.

Encl: As above

*(Handwritten signature)*  
22/10/16

(RANJEET SINGH)

ADDITIONAL SECRETARY (SERVICES)

All HODs/Pr. Secretary/Secretary  
Govt. of NCT of Delhi/Autonomous Bodies/PSUs/Local Bodies  
Delhi/New Delhi.

*Please upload this circular  
on the official website of  
Services Department*

*(Handwritten signature)*  
25/10

So (Coord.)

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13/7/16

SECRET

No. 18011/2(s)/2016-Estt. (B)(I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-110001  
Dated: 29<sup>th</sup> June, 2016

Office Memorandum

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Subject: Attestation form for verification of character and antecedents prior to appointment in Government service - regarding.

A large numbers of officials are appointed to civil services and posts under the Government of India through transparent selection process conducted by various recruiting agencies like UPSC, SSC etc. As per existing policy, the appointing authorities undertake an exercise of verification of the character and antecedents of the successful candidates before issuing the formal appointment order.

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2. It is observed that the process of verification of character & antecedents often takes two to six months time, which results in undue delay in issue of appointment orders and consequent filling up of the post.

3/17

As & to attach

3. Government of India is committed to good governance which is citizen-centric. The overall vision of the Government of India is minimum Government and maximum governance. To achieve this vision, it has been decided to have reform in the policy of prior character verification through partial modification of O.M No.18011/9(s)/78-Estt.(B) dated 2<sup>nd</sup> July, 1982. The other guiding principles, criteria and procedures will remain unchanged. It has been decided that now 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. Accordingly, the attestation form has been revised and enclosed as Annexure.

JS/17

14/7/16

4. In the provisional appointment letter, it will be clearly mentioned that in case character & antecedents of the candidate 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.

14.7.16

5. 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.

us (AD-1) / Dir (C)

M. ...

18/7/16

PI Circulate to all admin authorities



6. If the verification report is not received within six months then following course of action will be taken:

- (a) The appointing authority will refer the matter to Director General Police of the concerned State asking to provide the verification report in three months.
- (b) 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.

7. 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.

8. In cases, 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.

Encl: As above

  
(Sumita Singh)

Deputy Secretary to the Government of India

To

Secretaries of All Ministries/Departments of Government of India

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING  
I.P. ESTATE, NEW DELHI-110002  
{<http://services.delhigovt.nic.in>}

1/12361/2016

Dated: 31/8/2016

To

All HODs/Pr. Secretaries/Secretaries,  
Govt. of NCT of Delhi and Autonomous Bodies of Delhi,

Sir/Madam

I am directed to endorse herewith Office Memorandum dated: 29<sup>th</sup> June, 2016 received from Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training, GOI regarding Attestation form for verification of character and antecedents prior appointment in Government service. This is for your information & necessary action at your end.

Encls: As above



(MUKESH KUMAR SHARMA)  
DEPUTY SECRETARY (SERVICES)

Validity unknown

Digitally signed by MUKESH  
KUMAR SHARMA  
Date: 2016.08.31 14:57:44 IST  
Reason: Approved