

MOST IMMEDIATE

Prasar Bharati  
(India's Public Service Broadcaster)  
Prasar Bharati Secretariat  
Prasar Bharati House  
Copernicus Marg, New Delhi.

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No.M-1001/4/2018-GA (Pt.2)

Date: 10.08.2018.

OFFICE MEMORANDUM No. 228/2018

**Sub:- Verification and character and antecedents of contractual engagees – Procedure reg.**

Reference is invited to Prasar Bharati Sectt. O.M. No. A-10/016/28/2015-GA dated 10.07.2015 wherein the procedure for verification from vigilance angle in respect of retired Government officials, including retired officials from PSUs, statutory bodies and autonomous bodies, had been prescribed for their engagement on contract basis, in any of the Directorates under Prasar Bharati.

2. The provisions of O.M. dated 10.07.2015 for verification from vigilance angle in respect of retired officials, before they are engaged on contract basis, are hereby reiterated.

3. The need for undertaking a similar exercise in respect private individuals, before they are engaged on contract basis as per the Contractual Engagement Policy (CEP), 2012, in the Prasar Bharati Sectt. or under the different Directorates, has been felt for some time. Directions have also been received from the Ministry of Information and Broadcasting (MIB) for taking preventive and curative action so that persons with dubious character and antecedents are not engaged.

4. The matter has been considered in the Prasar Bharati Sectt. and the following procedure is hereby prescribed for conducting pre-engagement verification of character and antecedents of private individuals, who are recommended for engagement on contract basis under CEP, 2012, as amended from time to time:-

(a) For private individuals being considered for fresh engagement, copies the following documents should invariably be obtained and kept in the records, as part of pre-engagement formalities:-

- (i) Documents relating to verification of their age and educational qualifications (viz. Class X Certificate, Degree, Diploma and/or Certificates of any other Professional Qualifications etc.);
- (ii) PAN Card & Aadhar Card as ID Proof;
- (iii) Address proof (other than Aadhar Card);
- (iv) Experience Certificates from the last three employers (to cover a period of 5 years) or Certificate from employer if employed for a period of 5 years or more with the same employer, as the case may be;
- (v) Copies of documents indicating full and final settlement from the last/previous employer;
- (vi) Character Certificate by the last/last two employer(s) on the Official Letter Head.

AND/OR



Two Professional References (to whom the individual was directly reporting to or under whose supervision the individual has worked). Complete details such as Name, Designation/Position, Address of Organisation, Phone numbers and email addresses of the two references should be provided.

- (b) The Directorate concerned would scrutinise the above mentioned Documents and Certificates critically. The documents relating to work experience, character etc. would be got verified telephonically or through email. If for any reason the private individual is not able to produce a Character Certificate from his previous employer and/or two Professional references, the Directorate concerned would obtain the details of the previous employer from the individual and verify his character etc. telephonically or through email from the employer concerned. The facts/details obtained should be recorded by the Verifying Officer. Only if the Directorate is satisfied that the prospective candidate is fit for engagement, the proposal for his/her engagement would be moved for consideration of the Screening-cum- Selection Committee (ScSC) or High Level Committee (HLCC), as the case may be. A note would be recorded in the minutes of the meeting of the ScSC/HLCC, while recommending the engagement of the private individual, that the Committee is satisfied that the individual bears good moral character and there is nothing adverse that makes him/her unfit for the position for which he/she is being engaged.
- (c) Where the ScSC/HLCC feels, keeping in the view the nature of work and sensitivity of the position for which the individual is being considered for engagement, that mere perusal of documents is not sufficient to establish the true character and antecedents for the purpose of engagement in that Directorate, the ScSC/HLCC will recommend that the character and antecedents be got verified through the appropriate Police/District Authority.
- (d) For making such a reference, the Directorate would prepare a simple form indicating the Name, Age, Father/Husband's Name, address/addresses where the individual has resided during the last five years, Place of Birth/Nationality, if have studied or resided in any other Country the details thereof. The duly filled in Form along with a recent passport size photograph of the individual would be referred, through a covering letter, to the District Magistrate/Commissioner of Police, as the case may be, with the request to conduct a simple background/record check and furnish a report as to whether there is anything adverse against the individual, which would make him/her unfit for engagement. This report will be taken into consideration before the offer of engagement is issued to the individual concerned.



(Srideb Nanda)  
Director (Admn.)

To,

- (i) Director General, All India Radio
- (ii) Director General, Doordarshan
- (iii) Director General, NSD, AIR
- (iv) Director General, Doordarshan News

Copy for information to:-

- (i) SO to CEO, Prasar Bharati
- (ii) PS to Member (Finance), Prasar Bharati
- (iii) CVO, Prasar Bharati
- (iv) PS to ADG (Admn.), PB Sectt.

Copy to:-

1. Guard File/Office Order Folder
2. DDG (T), PB Sectt. for uploading the O.M. on the website of Prasar Bharati.