



Baba Ghulam Shah Badshah University, Rajouri (J&K)

Established by Government of Jammu & Kashmir,
Recognized by UGC under Section 2(f) and 12(B)

Circular

It is hereby circulated for the information of all Controlling Officers that they shall advise the staff engaged in their Departments on contractual basis, Academic Arrangement and different Projects to submit individually Police Verification Rolls (PVRs) **(copy enclosed)** for seeking necessary reports regarding their verification of Character and Antecedents from Crime Investigation Department (CID). The individual engaged shall be responsible to ensure compliance of their respective documents.

Police Verification Rolls (Quadruplicate) duly filled should reach in the office of Joint Registrar, Establishment by or before 19 August 2022, failing which their wages/honorarium/salary shall be kept withheld.


Registrar

Enclosure :(Proforma enclosed)

BGSBU/Estab/22/602

Date 05-08-2022

Copy to:

1. Dean, Academic Affairs.
2. All Dean of Schools of Studies.
3. Controller of Examinations.
4. S.S. to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
5. Provost Hall of Residence/Chief Warden Girl's Hostel.
6. Dean of Students/ Provost Hall of Residence/Chief Proctor/Chief Wardens.
7. Principal, CoET/Polytechnic.
8. All Principals/ Head of Departments /Directors/Coordinators.
9. All Joint Registrars/Executive Engineer/Deputy Registrar/I/c Deputy Director, Sports.
10. All Principal Investigators/Project Directors.
11. Assistant Librarian/Landscaping and Arboriculture Officer/Training and Placement Officer.
12. Medical Officer/ Assistant Security Officer.
13. I/c camp office Jammu/ I/c Regional office Srinagar.
14. I/c Website-to upload the information on website.
15. P.A. to Registrar for kind information.
16. Office copy.


Joint Registrar
Establishment

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 native 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	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 posting 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:

Current office

State /Div/District

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		Designations, 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 Jel:

(d) Details of memberships 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: