

**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu**

Subject:- Mandatory CID verification of new entrants into Government Service – instructions thereof.

**Circular No.09-JK(GAD) of 2021
Dated:03.03.2021**

In terms of Government Order No. 1918-GAD of 1997 dated 09.12.1997, read with Government Order No. 1328-GAD of 2016 dated 07.12.2016, security clearance from the Criminal Investigation Department (CID) has been made mandatory for drawing salary and allowances of new entrants into Government Service.

It has, however, been observed that these instructions are not being adhered to in some Departments/Subordinate offices, as a result of which many individuals with dubious character antecedents and conduct have been paid salaries and other allowances, without obtaining their mandatory CID verification.

It is accordingly impressed upon all Administrative Secretaries/ Divisional Commissioners/Deputy Commissioners/Heads of the Departments and Managing Directors of all PSUs/ Corporations to identify such cases and ensure that their verification is completed expeditiously and no new entrant in the Government Service is paid salary/allowances till verification by the CID.

Further, with a view to expedite verification process, a simplified mechanism has been devised in consultation with the Criminal Investigation Department, which is enclosed as **Annexure-A** to this Circular and may be adopted.

Sd/-
(Manoj Kumar Dwivedi) IAS
Commissioner/Secretary to the Government

No. GAD(Adm)42/2021-IV
Copy to the:-

Dated:03.03.2021

1. All Financial Commissioners.
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.



10. Director General, J&K Institute of Management, Administration & Rural Development.
11. Director, Information, J&K
12. All Deputy Commissioners.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Secretary, PSC/SSB/J&K academy of Art Culture & Languages.
15. Director, Estates.
16. Director, Archives, Archaeology & Museums, J&K.
17. Secretary J&K Legislative Assembly.
18. General Manager Government Press, Srinagar /Jammu.
19. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor.
20. Private Secretary to the Chief Secretary.
21. Private Secretary to the Commissioner/Secretary to the Government, GAD.
22. Private Secretary to the State Election Commissioner, J&K.
23. Circular/Stock file/GAD website.

03.03.2021
(Rohit Sharma)KAS
Additional Secretary to the Government
03/03

**Annexure 'A' to the Circular No.09-JK(GAD) of 2021
dated:03.03.2021**

1. Cases of public employment under the UT Government of J&K where mandatory CID verification pertaining character, conduct and antecedents have not been initiated or completed be prepared capturing the following information.
2. Full name of the employee, full name of father and mother, Date of Birth, original/permanent address, current address if different from permanent address, name of the Government post currently held, mode of recruitment (PSC/SSB/ any other), date of initial appointment, highest educational qualification, mobile number, e-mail address, social media accounts (twitter, facebook, instagram, etc), name of immediate supervisory/controlling officer and his employee ID and mobile phone number.
3. The above information captured in one or two pages duly signed by the supervisory/controlling officer be scanned and e-mailed to sspcidhqrs@jkpolice.gov.in . The e-mails should be sent from a Government e-mail account to avoid violation of cyber security instructions of the Government. However, given the urgency of the matter, concerned officers responsible to comply with the requirements may send the references from a non Government e-mail account. In case of latter, it would be mandatory for the information sending officer to first contact the following number 9906514237/9419073898.


