

GUIDELINES ISSUED VIDE MHA OM No. 51/4/64-Estt. (A) dt. 21.06.1965
FOR FILLING UP COLUMN 8 RELATING TO 'INTEGRITY'

The following procedure should be followed in filling up the Col. relating to integrity :

(i) If the officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the item should be left blank and action taken as under :

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the APAR to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Initiating Officer should state either that he/she has not watched the officer's work for sufficient time to form a definite judgment or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If, as a result of the follow-up action, doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) & (c) above.