

Dated : 13/ 06 / 2014

C I R C U L A R

Sub : Guidelines on issuance of Offer of Appointment and Appointment Order

Attention of all Heads of Office / Heads of Department / Special Secretaries in the UT Administration of Daman & Diu and Dadra & Nagar Haveli is invited to Office Memorandum No. 1-1-87-CS/PF/2823 dated 16-12-2013 and No.1-1-87-CS/PF/121 dated 22-04-2014 issued by Administration of Daman & Diu & Office Memorandum No.1-12(B-54)/2012-ADM/1261 dated 26-12-2013 issued by Administration of Dadra & Nagar Haveli prescribing the guidelines, procedure, etc. for Direct Recruitment to Group 'B' & 'C' (including Multi Tasking Posts) posts in the Administration.

2. It has been observed that no uniform procedure is being followed in the Administration regarding the steps to be taken after finalisation of the Select List. It is therefore considered important to specify the sequential process to be followed by the departments for issuance of Offer of Appointment and Appointment Order to the selected candidates. The same shall be as follows :

- a) **Select List on Website**: After completion of the selection process as per OMs referred to above, the name of the selected candidates for the advertised posts shall be placed on the website.
- b) **Wait List** : The Wait List prepared by the department shall be operationalized only in case the selected candidate does not joins the post. Such Wait List should not be used for filling up posts that were not advertised.
- c) **Verification of Character and Antecedents** : The Appointing Authority is required to satisfy himself that the character and antecedents of the person appointment are such as not to render him unsuitable for appointment to Government service. It is therefore necessary that as soon as selection of candidates for appointment to the post is made, action to have the verification completed through the District Magistrate of the district where the candidate resides be initiated immediately.

Procedure for verification is necessary only in the case of persons appointed to Government service direct from outside. For those who are already in Government service and are appointed on selection along with open candidates, these formalities would have been completed at the time of their initial appointment.

- d) **Medical Certificate of Fitness** : Every candidate for appointment to a post is required to produce Medical Certificate of Fitness from the appropriate Medical Authority, i.e., Community Health Centre, Moti Daman / Vinoba Bhave Civil Hospital, DNH, (as the case may be). It is necessary to ensure that in no case a person is appointed and allowed to join service in a pensionable establishment without producing Medical Certificate of Fitness. The Head of Office after sending the letter for verification of character and antecedents must advise the selected candidate to appear for medical examination. A specimen letter is at **Annexure-I**.
- e) **Offer of Appointment** : After the verification of character and antecedent has been completed and the candidate has furnished Medical Certificate of Fitness, the "Offer of Appointment" is issued to the candidates selected for appointment to the post. A specimen letter of **such offer of appointment** letter is at **Annexure-II**.

The department should not mention the place of posting in the Offer of Appointment and instead should direct the candidate to convey the acceptance of the Offer of Appointment to the Department / Office.

The Offer of Appointment requires the candidate to accept the terms and conditions contained therein and to report for duty to the concerned Department / Office with the following documents :

- (i) Original Certificate of Educational Qualifications along with a set of self-attested copies;
- (ii) Certificate of Age (School Leaving Certificate / Birth Certificate) alongwith a self-attested copy;
- (iii) Declaration of Marital Status in the Form enclosed;
- (iv) Identity Certificate;
- (v) Attestation Form;
- (vi) Declaration of Home Town;
- (vii) Relieving Order from the present employer, if any;
- (viii) Caste Certificate in the case of SC / ST / OBC candidate;
- (ix) Declaration of Non-Employment;
- (x) Return of Assets and Liabilities on first appointment;

Para 13 of the annexed Offer of Appointment requires the candidate to intimate acceptance of the offer and report for duty within a prescribed time. This should generally not exceed 30 days from the date of issue of Offer of Appointment.

- f) **Verification of Age and Educational Qualifications** : Consequent to the selected candidates accepting the Offer of Appointment and furnishing documents required therein, verification of

age needs to be done with reference to original school leaving certificate or extract from birth register as the case may be. Self-attested copy produced by the candidates should be carefully verified with the original and kept on record.


Similarly, even though the details of educational and other qualifications may have been verified at the time of written test / interview, it is necessary that the original certificates are verified at the final stage of appointment. Particular care should be taken to ensure that certificates are original.

- g) **Oath of Allegiance** : After the candidate accepts the Offer of Appointment and submits a letter accepting the offer and on joining the post subject to fulfilment of all service conditions prescribed, Oath of Allegiance to the Constitution of India or Solemn affirmation, as the case may be, should be administered to the candidate by the concerned Head of Office in the form as at **Annexure-III**. The Oath of Allegiance after being signed by the official will be kept in Part-II of the Service Book.
- h) **Issuance of Appointment Order** : In response of the letter of Offer of Appointment, the candidate has to produce all the required certificates and submit a letter accepting the offer and joining the post. Subsequent to this, a simple letter of appointment in the form at **Annexure-IV** will be issued to the person concerned in all cases of Direct Recruitment. Since all the terms and conditions of appointment are already contained in the letter of Offer of Appointment which the candidate has already accepted, these will not be repeated in the Appointment Order. However, the condition regarding probation period prescribed for the post should be mentioned in the order.

3. Detailed instructions on all the above steps are available in various OMs / Circulars issued by Government of India and may be referred to for any clarifications.

4. All Heads of Office / Appointing Authorities are required to strictly follow the above procedure while making Direct Recruitment in the Administration.

Encl : Annexure-I, II, III & IV


(P. Lalchhuanga)
Special Secretary (Pers.)

To,
All Heads of Office / Special Secretaries,
Daman / Diu / DNH.

Copy to :

1. All Secretaries in the UT Administration of Daman & Diu / Dadra & Nagar Haveli.
2. The Collector, Diu.

PROFORMA FOR MEDICAL EXAMINATION

To,
Dr. _____
Community Health Centre, Daman /
Vinoba Bhave Civil Hospital, Silvassa.

Dear Sir / Madam,

Sub : Medical Examination

Shri/Smt./Kum. _____, a specimen of whose signature is given below for purpose of identification has been selected for appointment to the post of <Name of Post> in the <Name of Department> . He/She is, therefore, required to be medically examined by you. Please submit to us the medical report on him/her in the enclosed form in a separate cover marked " Confidential". The declaration form duly completed and signed by the candidate is also enclosed. Your fee for the medical examination will be borne by the candidate.

Shri/Smt./Kum. _____ has been instructed to call on you within 2 / 3 days.

(Specimen signature of the candidate)

(Name of the Officer)
DESIGNATION OF THE OFFICER

Copy to :

Shri / Smt. / Kum. _____, alongwith a copy of Candidate's Statement and Declaration required to be filled in and produced at the time of Medical Examination.

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note below :

- 1 State your name in full (*in block letters*) _____
- 2 State your Age and Place of Birth _____
- 3 (a) Have you ever had smallpox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, hear disease, lung disease, fainting attacks, rheumatism, appendicitis? _____
- Or
- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ? _____
- 4 When were you last vaccinated ? _____
- 5 Have you or any of your near relations been affected with consumption, scrofula, gout, asthma, fits, epilepsy or insanity ? _____
- 6 Have you suffered from any form of nervousness due to overwork or any other cause ? _____
- 7 Have you been examined and declared fit for Government service by a Medical Officer / Medical Board, within the last three years ? _____

8 Furnish the following particulars concerning your family :

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their ages at death and cause of death
--	--	---	---

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at death and cause of death
--	--	--	--

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received disability certificate / pension on account of any disease or other condition.

Candidate's Signature _____

Signed in my presence

Signature of Medical Officer _____

NOTE : The candidate shall be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed forfeiting all claim to pension or gratuity.

ANNEXURE - II

BY REGISTERED A.D.

No.[Mention the File No.]
Administration of Daman & Diu /
Dadra & Nagar Haveli,
[Mention your Department Name]
[Address]
[e-mail id : Mention department mail id]

Dated : / / 201

Shri / Smt. / Kum. _____

Sir / Madam,

With reference to your application for the post of **<Name of the Post>** in **<Name of the Department / Office>**, you are hereby offered temporary appointment to the said post on the following terms and conditions :

1. This post is Ministerial / Non-ministerial in the Pay Band of **Rs. _____** + Grade Pay of **Rs. _____/-**. If you are already in Government service, your pay will be fixed in the above scale in accordance with rules and conditions prevailing at the time. If you are not a Government servant, you will be entitled to the minimum of the pay scale of the post. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.
2. Your appointment will be purely on a **temporary** basis and until further orders.
3. Your service will be terminable on one month's notice from either side in accordance with the Central Civil Service (Temporary Service) Rules, 1965, without assigning any reasons. The Appointing Authority, however, reserves the right of terminating services forthwith or before the expiration of the stipulated period of notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof.

Cont...2/-

4. You will be on probation for a period of _____ years from the date of appointment, which period may be extended for further period at the discretion of the Competent Authority. On satisfactory completion of probation period, you will be considered for confirmation in the said post.
5. In regard to Leave, Traveling Allowances, contribution to General Provident Fund, Pension and all other service matters connected with service conditions, you will be governed by the rules and orders in force from time to time and applicable to the branch of public service to which you may belong.
6. You are liable to be posted and transferred anywhere in the UT of Daman & Diu / UT of Dadra & Nagar Haveli **(Strike off whichever is inapplicable)**.
7. You will not be entitled to traveling allowance for joining the post unless you are a permanent Government servant or have completed three years of temporary service.
8. On joining the post, you will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.
9. If you are already employed, you should produce a relieving order from the employer.
10. If you claim to belong to Scheduled Caste, Scheduled Tribe or Other Backward Classes, you have to produce a Certificate issued in the prescribed form by any of the Judicial / Revenue Authorities mentioned therein. You should note that your appointment will be provisional and is subject to verification of the Caste / Tribe Certificate through proper channels and that if the claim to belong to SC / ST / OBC is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Indian Penal Code for production of false certificate. You should also intimate the change, if any, of your religion, after appointment, immediately to the appointing / administrative authorities concerned.

Cont...3/-

11. In accordance with the relevant rules in force in regard to the recruitment to services under the Government of India.

- (a) No person who has more than one wife living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.
- (b) No such woman whose marriage is void by reason of its taking place during the life-time of her spouse or who has married to such a person whose wife is living at the time of marriage shall be eligible for appointment in service unless the Government of India has granted exemption to such a woman in accordance with this rule after being satisfied that there are special grounds for so ordering.

This offer of appointment is, therefore, conditional upon your satisfying the requirement mentioned and furnishing declaration in the form enclosed to this letter, along with your reply. If, however, you do not fulfil the above condition and you desire to be exempted from the above mentioned rules for any reason, you should make a representation in this behalf immediately. This offer of appointment should in that case be treated as cancelled and a further communication will be sent to you in due course, if upon consideration of your representation, it is decided to offer you appointment to post of _____<Name of the Post>.

12. If any declaration given or information furnished by you is proved to be false or if you are found to have wilfully suppressed any marital information, you will be liable for removal from service and other action, as Government may deem necessary.

Cont...4/-

13. If you accept the offer on the above terms and conditions, you are requested to intimate your acceptance to the undersigned and report yourself for duty to the <Name of the Department / Office> but in any case not later than _____ with the following documents :

- (i) Original Certificate of Educational Qualifications along with a set of self-attested copies;
- (ii) Original Certificate of Age (School Leaving Certificate / Birth Certificate) alongwith a self-attested copy;
- (iii) Declaration of Marital Status in the Form enclosed [Annexure 'A'];
- (iv) Identity Certificate [Annexure 'B'];
- (v) Attestation Form [Annexure 'C'];
- (vi) Declaration of Home Town [Annexure 'D'];
- (vii) Relieving Order from the present employer, if any;
- (viii) Original Caste Certificate in the case of SC / ST / OBC candidate along with a self-attested copy.
- (ix) Declaration of Non-Employment [Annexure 'E'].
- (x) Return of Assets and Liabilities on first appointment [Annexure 'F'].

This is issued with the approval of the _____ / Appointing Authority
vide diary No. _____ dated ____ / ____ / 20____.

Yours faithfully,

(Name of the Officer)
DESIGNATION OF THE OFFICER

DECLARATION OF MARITAL STATUS

1. I, Shri / Smt. / Kum _____
declare as under :
- * (i) That I am unmarried / a widower / a widow.
 - * (ii) That I am married and have only one wife living.
 - * (iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
 - * (iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed.
 - * (v) That I am married to a person who has already one wife or more living. Application for grant of exemption is enclosed.
2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date : ____/____/20____

Signature _____

(* Strike off clause / clauses not applicable)

Application in the case of clauses (iii), (iv) and (v) only.

**APPLICATION FOR GRANT OF EXEMPTION
(Vide para 1 (d) and 1 (e) of the Declaration)**

To
The _____

Sir / Madam,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restrictions on the recruitment to service of a person who has entered into or contracted a marriage with a person having a spouse living / who has entered into and contracted a marriage with another person during the lifetime of my spouse.

REASONS :

Date : ____/____/20____

Yours faithfully,

()

IDENTITY CERTIFICATE

(CERTIFICATE TO BE SIGNED BY ANY ONE OF THE FOLLOWING)

- i. Gazetted Officer of Central or State Government
- ii. Member of Parliament or State Legislature
- iii. Sub Divisional Magistrate / Officer
- iv. Mamlatdar / Tehsildar / Naib / Deputy Tehsildar authorised to exercise magisterial powers
- v. Block Development Officer
- vi. Principal and Head Masters of all Government Institutions
- vii. Post Master

Certified that I have known Shri / Smt. / Kum.
_____ son / daughter of Shri
_____ for the last _____ years _____
months and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

Place : _____

Signature _____

Date : ____/____/20____

Designation and Address

Paste your
recent
Passport
Photograph

ATTESTATION FORM

1	Name in Full (in Block Capitals) with aliases, if any, (Please indicate if you have added or dropped at any stage any part of your name or surname)		:		
2	Present Address in Full (i.e., Village, Thana & District or House Number, Lane / Street / Road & Town)		:		
3	(a) Home Address in Full (i.e., Village, Thana & District or House Number, Lane / Street / Road & Town)		:		
	(b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union		:		
4	Particulars of place (with periods, or residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.				
	From	To	Residential Address in Full (i.e., Village, Thana & District or House Number, Lane / Street / Road & Town)	Name of the District Headquarters of the place mentioned in the preceding column	
5	(a) Father's Name in Full with aliases, if any		:		
	(b) Present Postal Address of Father (if dead give last address)		:		
	(c) Permanent House Address of Father		:		

	(d) Profession of Father	:			
	(e) If Father is in service, give Designation and Official Address	:			
6	(i) Nationality				
	(a) Father	:			
	(b) Mother	:			
	(c) Spouse	:			
	(d) Candidate	:			
	(ii) Place of Birth of Spouse	:			
7	(a) Your date of birth	:			
	(b) Your present age	:			
	(c) Your age at Matriculation	:			
8	(a) Your place of Birth, District & State in which situated	:			
	(b) District & State to which you belong	:			
9	(a) Your religion	:			
	(b) Are you a member of a Scheduled Caste / Scheduled Tribe ? Answer "Yes" or "No", if it is "Yes" state the name thereof	:			
10	Educational Qualification showing your places of education with years in schools and colleges since 15 th year of age				
	Name of School / College with full Address	Date of Entering	Date of Leaving	Examination Passed	Year of Passing

11	If you have, at any time, been employed, give details			
	Description of Post held or description of work	Period		Full Address of the office / firm / institution service
		From	To	Full reason for leaving the previous job
12	Have you ever been prosecuted or kept under detention, or bound down / fined convicted by a Court of Law for any offence or debarred or disqualified by any public service commission from appearing at its examination / selection	:		
	Is any case pending against you in any Court of Law at the time of filling up this Attestation Form ?	:		
	If the answer to above is "Yes" full particulars of the case detention, fine conviction, sentence, etc., should be given.	:		
14	Whether you are related to any Political Organisation (If Yes, give details)	:		
13	Name of two responsible persons of your locality or two references to whom you are known	1)		
		2)		

I certify that the foregoing information is correct and complete to the best of my personal knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under the Government.

Place : _____

Signature of the Candidate
Name in Block Letters

Date : ____/____/20____

FORM TO BE FILLED BY GOVERNMENT EMPLOYEES ON FIRST APPOINTMENT

1 Close relations who are nationals of or domiciled in other countries

	Name	Nationality	Present Address	Place of Birth	Occupation *
i	Father				
ii	Mother				
iii	Wife / Husband				
iv	Son (s)				
v	Daughter (s)				
vi	Brother (s)				
viii	Sister (s)				

2 Close relations resident in India, who are of Non-Indian origin

	Name	Nationality	Present Address	Place of Birth	Occupation *
i	Father				
ii	Mother				
iii	Wife / Husband				
iv	Son (s)				
v	Daughter (s)				
vi	Brother (s)				
viii	Sister (s)				

* : If in public service, give full particulars regarding designation of the post held, name of department / office etc. where employed and the date of such employment.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Place : _____

Signature _____

Date : ____/____/20____

NOTE :

1. Suppression of information in this form will be considered a major departmental offence for which the punishments may extend to dismissal from service.
2. Subsequent changes, if any, in the above information, should be reported to the Head of Office / Department at the end of each year.

DECLARATION OF HOME TOWN

I Shri / Smt. / Kum _____ <Name of
the Candidate> hereby declare _____, <District>
_____ <State> as my Home Town.

Place : _____

Signature _____

Date : ____/____/20____

DECLARATION OF NON-EMPLOYMENT

I Shri / Smt. / Kum _____ <Name of
the Candidate> hereby declare that presently I am not employed anywhere in India.

Place : _____

Signature _____

Date : ____/____/20____

RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT AS ON _____

[See Rule 18(1) of CCS (Conduct) Rules, 1964]

- 1 Name of the Government Servant in full
(in block letters) _____
- 2 Designation _____
- 3 Total length of service upto date
(i) in non-gazetted rank _____
(ii) in gazetted rank _____
- 4 Present place of posting _____
- 5 Total annual income from all sources during the calendar year immediately proceeding the
1st day of January 20____
- 6 Declaration

I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as on _____ to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of rule 18 of the Central Services (Conduct) Rules, 1964.

Date : ____/____/20____

Signature _____

Note 1. This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.

Note 2. If a Government servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No. I the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

FORM NO. 1
STATEMENT OF IMMOVABLE PROPERTY RETURN ON FIRST APPOINTMENT AS ON _____
(e.g. Lands, House, Shops, Other Buildings, etc.)

Name of the Official (in full) : _____
Designation : _____

Name of the Official (in full) : _____

Sr. No.	Description of Property	Precise location (Name of District, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and building)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his / her relationship, if any to the Government servant
1	2	3	4	5	6	7
Date of acquisitions	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned. Please see Note 1 below)	Value of the property (see Note 2 below)	Particulars of sanction prescribed authority if any	Total annual income from the property	Remarks	
8	9	10	11	12	13	

Date : ____/____/20____

Signature _____

Note 1 : For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

Note 2 : In Column 10 should be shown –
(a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
(b) where it has been acquired by lease, the total annual rent thereof also; and
(c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO. II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT AS ON _____

Name of the Official (in full) : _____ Designation : _____

- (1) Cash and Bank balance exceeding 3 months emoluments.
(2) Deposits, loans, advances and investments (such as shares, securities, debentures, etc.)

Sr. No.	Description	Name & Address of Company Bank etc.	Amount	If not in own name, name and address of person in whose name held and his / her relationship with the Government servant	Annual Income derived	Remarks
1	2	3	4	5	6	7

Date : ____/____/20____

Signature _____

Note 1 : In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.
Note 2 : The term "emoluments" means the pay and allowances received by the Government servant.

FORM NO. III
STATEMENT OF MOVABLE PROPERTY RETURN ON FIRST APPOINTMENT AS ON _____

Name of the Official (in full) : _____ Designation : _____

Sr. No.	Description of Property	Price of value at the time of acquisition and / or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own nature, name and address of the person in whose name and his / her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date : ____/____/20____ Signature _____

Note 1 : In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); (c) (i) Motor Cars (ii) Scooters / Motor Cycles; (iii) refrigerators / air-conditioners; (iv) radios / radiograms / television sets and any other articles the value of which individually exceeds Rs.1,000 (d) value of items of movable property individually worth less than Rs.1,000 other than articles of daily case such as cloths, utensils, books, crockery, etc. added together as lumpsum.

Note 2 : In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3 : In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM NO. IV
STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY ON FIRST APPOINTMENT AS ON _____

Name of the Official (in full) : _____ Designation : _____

Sr. No.	Policy No. and date of Policy	Name of Insurance Company	Sum insured / date of maturity	Amount of annual premium	Type of Provident Fund / CPF / Insurance Policies account No.	Closing balance as last reported by the Audit / Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is disclosure regarding closing balance the figures according to the Government servant should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10

Date : ____/____/20____

Signature _____

FORM NO. V
STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT AS ON _____

Name of the Official (in full) : _____ Designation : _____

Sr. No.	Amount	Name and address of Creditor	Date of incurring Liability	Date of Transaction	Remarks
1	2	3	4	5	6

Date : ____/____/20____

Signature _____

- Note 1 : Individual items of loans not exceeding three months emoluments of Rs.1,000 whichever is less need not be included.
- Note 2 : In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- Note 3 : The term emoluments means pay and allowances received by the Government servant.
- Note 4 : The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

FORM - I

OATH OF ALLEGIANCE FOR INDIAN NATIONALS

"I, Shri / Smt. / Kum. _____ <Name of
the Candidate>, do swear / solemnly affirm that I will be faithful and bear true allegiance to India and
Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and
that I will carry out the duties of my office loyally, honestly, and with impartiality.

(SO HELP ME GOD)"

SIGNATURE OF THE CANDIDATE

SIGNATURE OF HEAD OF OFFICE

ANNEXURE - IV

No.[Mention the File No.]
Administration of Daman & Diu /
Dadra & Nagar Haveli,
[Mention your Department Name]
[Address]
[e-mail id : Mention department mail id]

Dated : / / 201

ORDER

Shri / Smt. / Kum. _____<Name of the
Candidate>, _____<Designation of the Post held
already, if any*> is appointed as _____<Designation of the
Post or Service> in a substantive / temporary / officiating capacity with effect from
_____<Date of Joining of the Candidate> (FN / AN) until
further orders.

Shri / Smt. / Kum. _____<Name of the
Candidate> will be on a probation for a period of _____ years from the said date.

This is issued with the approval of the _____ / Appointing Authority
vide diary No. _____ dated ____ / ____ / 20____.

★ Applies only to person already in Government service.

(Name of the Officer)
DESIGNATION OF THE OFFICER

To

1. Shri / Smt. / Kum _____.
2. The Director of Accounts, Daman / DNH [as the case may be].
3. Office copy / Guard file.