



Government of Jammu and Kashmir
Public Works (R&B) Department
Civil Secretariat, J&K

Subject:- Standard Operating Procedure (SoP) for adhering to timelines prescribed for online verification of Character & Antecedents through CID, J&K and nomination of Nodal Officer thereof.

Reference:- Circular No. 05-JK(GAD) of 2024 dated 18.01.2024 from General Administration Department.

Government Order No. 30 -PW (R&B) of 2024

Dated: 30 -01-2024

Sanction is hereby accorded to the nomination of Mr. Hamid Hameed, Under Secretary to the Government as Nodal Officer in respect of the Public Works (R&B) Department for the purpose of coordinating and monitoring online Character and Antecedents Verification application forms submitted to CID, J&K through online portal (EVS) who shall be assisted by Mr. Muzaffar Ahmad Bhat, Head Assistant. It is further ordered that:-

- I. The Nodal Officer shall ensure that the CID verification required for the purpose of appointments are properly tagged so that it is easy for the verifying authority to differentiate them from the CID verification sought for other purposes.
- II. The Nodal Officer/requisitioning authority shall appropriately guide the candidates, at the time of submission of e-verification rolls to be considered for appointment on the recommendations of recruiting agencies, to ensure that the forms submitted are in order and all necessary/required information is disclosed.
- III. Once the e-verification rolls are submitted to CID, It shall be the responsibility of the Nodal Officer to follow-up the verification process and timely reminders shall be issued to CID after every 15 days in case the reports are not received.

By order of the Government of Jammu and Kashmir.

Sd/-

(Bhupinder Kumar) IAS
Secretary to the Government
Public Works(R&B) Department
Dated: 30-01-2023

No. PWD-ADM/130/2022-05 (E-202206)

Copy to the:-

1. Financial Commissioner (ACS) Home Department J&K.
2. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
3. Principal Secretary to the Hon'ble Lieutenant Governor, J&K
4. Commissioner/Secretary to the Government, General Administration Department.
5. Director Archives, Archaeology and Museums, J&K.
6. Director Finance, Public Works (R&B) Department.
7. OSD to Hon'ble Advisor (B) to Hon'ble Lt. Governor, J&K.
8. Mr. Hamid Hameed, Under Secretary to the Government (Nodal Officer), Public Works (R&B) Department for compliance.
9. Private Secretary to Secretary, Public Works (R&B) Department.
10. Mr. Muzaffar Ahmad Bhat, Head Assistant, Public Works (R&B) Department for compliance..
11. In-charge, Website, PW(R&B) Department.
12. Government Order/Stock file (w.2.s.c.s)

(Naseema Nazir)JKAS
Deputy Secretary to Government
Public Works(R&B) Department