

प्रोजेक्ट्स एंड डेवलपमेंट इंडिया लिमिटेड  
निगमीय सतर्कता : नोएडा

Ref. No. PNVIG-46-SI-439

Dated: 05.10.2021

**OFFICE ORDER**

**Sub: System Improvement : Compulsory verification of a) Character and Antecedent, b) Caste c) Past Employment Experience Certificates d) Qualification Degree/ Certificates etc. submitted by Regular / Contract employees engaged by PDIL since 01.01.2013 onwards**

During investigation of a complaint received from DoF regarding Corruption in Recruitment in PDIL, it has been observed that the verification of Educational Qualification, past employer Experience certificate, Caste certificate for all the selected candidates engaged by PDIL was not being carried out by the respective Unit P&A / HR department as per Government extant rules, from the concerned Universities/ Institutes, Experience certificates from previous Employers & Caste Certificates. However, it is mandatory to verify the authenticity of credentials of the candidates engaged by any Organization / CPSEs.

The non compliance of the verification of the authenticity of credentials of the candidates engaged by PDIL, has been viewed seriously. Any persons recruited/ engaged in the services of PDIL based upon false documents will not only cause the damage to the organization & injustice to other potential candidates, but also he /she is liable to Criminal Prosecution.

Accordingly, the respective Unit (P&A) / HR department must ensure the **Compulsory Verification** of the followings (as per Government extant rules), submitted by the Regular / Contract employees recruited by PDIL since 01.01.2013 onwards and the above directives must be complied for future recruitments also.

- a) Character and Antecedent
- b) Caste Certificate (if applicable)
- c) Past employment Experience Certificates (for all previous employments)
- d) Qualification degree/Certificates..etc.

e) *Reservation Roaster (to be followed at the time of recruitment)*

This exercise should be completed within three (03) months time for all employees (Regular & Contract) joined since 01.01.2013 and Compliance Report of the same shall be submitted to Vigilance Department by 31<sup>st</sup> Dec, 2021. Further, in case of any falsification found against any employee, shall be dealt strictly as per Rules (including dismissal of services).

The matter should be treated most urgent.



(K. Gurumurthy)  
Chief Vigilance Officer

Copy to:  
CMD  
D(F)  
All Unit Heads/ General Managers  
HOD(Corp-HR)  
HOD(P&A)-Noida/Vadodara