

Dated: 02.11.2016

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Subject: Standard Operation Procedure (SOP) for verification of appointment letters / transfer orders.

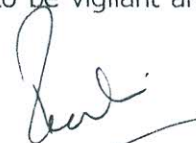
Presently recruitment process for Cat.I, II & III is under process against which joining have started. It has been reported by certain General Managers that free persons with fake appointment letters / transfer orders have reported to GMs of certain Regions. These appointment letters / transfer orders presented by them have forged signature of FCI offices and officials with forged file numbers / order number.

The matter has been examined and it has been decided that following standard operating procedure should be followed scrupulously alongwith the current process of verification of authenticity of such order.

- (a) Each office issuing the appointment / transfer / promotion order must maintain a separate register for this purpose and each of the appointment orders must be entered in the Register with the separate Unique Order Number before issue of such order.
- (b) Any further order / correspondence with reference to such appointment / transfer / promotion must mention the above Unique Order Number.
- (c) Each office should have a separate link under "EMPLOYEE CORNER" on FCI website i.e. fci.gov.in for all such appointment / transfer/ promotion orders.
- (d) All appointment / transfer / promotion order with separate Unique Order Number must be uploaded on website immediately after issue.
- (e) Loading of orders on website should be carried out only by the authorized Nodal Officer of office concerned who has secure access to the website and utmost security may be ensured for loading of orders.
- (f) While accepting joining report on such appointment / transfer / promotion order, it will be duty of accepting office to verify such orders from the website and joining should be taken only after confirmation of the genuineness.
- (g) Above process of verification will be in addition to the existing practice of verification of orders / candidates.
- (h) In case of detection of forged / fraud / fake orders, FIR must be lodged immediately. Reported person should be handed over to the police for further investigation and this must be brought to the notice of FCI, Zonal Office & FCI, Headquarters without any delay.

In order to prevent admission of fake appointment / transfer / promotion, all the officers working in the Zonal Office / Regional Office are advised to be vigilant and cautious and follow the above instructions without fail.

This issues with the approval of the Competent Authority.



(RUCHI GOVIL)
GENERAL MANAGER (PE)

Distribution:

1. All Executive Director (Zone), FCI.
2. All General Managers (Regions), FCI.
3. The Director, FCI, IFS, Gurgaon.
4. PS to CMD, FCI, Hqrs.
5. All CGMs/GM, FCI Hqrs.
6. CGM, ZE section, FCI, Hqrs – with the request to follow the above directions.
7. AGM (E-II), FCI Hqrs - With the request to follow the above directions.
8. GM (IT), FCI Hqrs – With the request to make necessary arrangement for creation of weblink for such orders under 'EMPLOYEE CORNER' for each office i.e., FCI Hqrs, Zonal Office and Regional Office.
9. Guard File.