



**HIGH COURT OF SIKKIM  
GANGTOK**

No. 07./HCS

Date: 06/06/2025

**N-O-T-I-F-I-C-A-T-I-O-N**

**Standard Operating Procedure(SOP) for Verification of  
Character & Antecedents on Initial Appointment in the  
Establishment of High Court of Sikkim**

- i) The appointing authority shall satisfy itself that the character and antecedents of the person(s) appointed or proposed to be appointed are such as do not render him/her unsuitable for appointment in the Establishment of High Court of Sikkim;
- ii) An employee of the High Court shall immediately on his/her initial appointment submit a self-declaration that he/she has nothing adverse against his/her character and antecedents which render him/her unsuitable and unfit for being appointed as an employee of the High Court.
- iii) Apart from such self-declaration, the High Court (Establishment Section) shall also facilitate the process of verification of character and antecedents of such employee and the submission of Police Verification Report(PVR).
- iv) In order to make a newly-appointed employee suitable to continue as such employee in the High Court, the PVR should certify that there is nothing adverse against him/her so as to render him unsuitable for being appointed in the Establishment of the High Court;
- v) The procedure of verification of character and antecedents of a candidate appointed in the High Court

shall involve verifications into adverse reports, if any, in respect of any matter including criminal cases, arrests, debarment by any Public Service Commission *et cetera* as may be revealed by Police Records;

- vi) The High Court registry, particularly the Establishment Section of the High Court, shall ensure that the above process of verification of character and antecedents of newly appointed employees undertaken by the Police authorities is completed within four(04) weeks/one(01) month from the date from which such process is undertaken;
- vii) In case the Police authorities fail to verify the character and antecedents of the employee within a period of four(04) weeks/one(01) month as above, it shall be deemed that there is nothing adverse in respect of the concerned employee;
- viii) In case it is found that any employee of the High Court has furnished false information in his/her self-declaration, the appointment letter issued to him/her shall be cancelled forthwith; and
- ix) In case any adverse PVR is received against a candidate, he/she shall have the right to file necessary objections to it and the matter shall be decided by the competent authority, as may be designated in that behalf by the Hon'ble Chief Justice.
- x) This SOP shall come into effect immediately.

**By Order of the Hon'ble,  
the Chief Justice**

**sd/-  
(Prajwal Khatiwada)  
Registrar General**