

ഭരണഭാഷ - മാതൃഭാഷ

നം. സി 3/19290/2014/കോ.വി.വ.

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ
കാര്യാലയം, വികാസ് ഭവൻ
തിരുവനന്തപുരം - 33
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സർക്കുലർ

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പിൻ കീഴിലെ വിവിധ സ്ഥാപനങ്ങളിലെ അനധ്യാപക ജീവനക്കാരിൽ ചില ജീവനക്കാരുടെ സേവന പുസ്തകങ്ങൾ നഷ്ടപ്പെട്ടതായും ചില സേവനപുസ്തകങ്ങളിലെ രേഖപ്പെടുത്തലുകൾ അപൂർണ്ണവും അവ്യക്തവുമാണെന്നത് ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ആയതിനാൽ ഈ വകുപ്പിൻകീഴിലെ അനധ്യാപക ജീവനക്കാരുടെ സേവനപുസ്തകങ്ങളിൽ ആവശ്യമായ വിവരങ്ങൾ രേഖപ്പെടുത്തി സൂക്ഷിക്കുന്നതോടൊപ്പം കെ.എസ്.ആർ പാർട്ട് III ചട്ടം 146 ന് താഴെയുള്ള സർക്കാർ തീരുമാനം (1) പ്രകാരം ഡ്യൂപ്ലിക്കേറ്റ് സർവീസ് ബുക്കുകൾ കൂടി തയ്യാറാക്കി സൂക്ഷിക്കുന്നതിനുള്ള നടപടി സ്വീകരിക്കേണ്ടതാണ്. സേവനപുസ്തകം കൈകാര്യം ചെയ്യുമ്പോൾ കെ.എസ്.ആർ പാർട്ട് III യിലെ 141 മുതൽ 145 വരെയുള്ള ചട്ടങ്ങൾ, ജനറൽ ഫിനാൻഷ്യൽ റൂൾസ് ഖണ്ഡിക 118 മുതൽ 122 വരെയുള്ള നിർദ്ദേശങ്ങൾ എന്നിവ പാലിക്കേണ്ടതാണ്. ഇവ അനുബന്ധമായി ചേർക്കുന്നു.

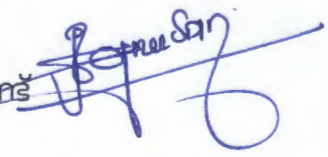
മേൽ നിബന്ധനകൾ പാലിക്കാതെ സേവനപുസ്തകങ്ങൾ കൈകാര്യം ചെയ്യുന്നതും സേവനപുസ്തകങ്ങൾ നഷ്ടപ്പെടുന്നതും ശ്രദ്ധയിൽപ്പെട്ടാൽ ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർക്കെതിരെ/ സ്ഥാപന മേധാവികൾക്കെതിരെ കർശന നടപടി സ്വീകരിക്കുന്നതായിരിക്കും.

ഒപ്പ്/-
സീതാലക്ഷ്മി അമ്മ.എ
സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

പകർപ്പ്:-

1. എല്ലാ പ്രിൻസിപ്പാൾമാർ/ ഡെപ്യൂട്ടി ഡയറക്ടർമാർ/ വാർഡന്മാർ.
2. സി 5 സെക്ഷൻ
3. കരുതൽ ഫയൽ / നടപ്പു ഫയൽ

//അംഗീകാരത്തോടെ//

സുപ്രണ്ട്
MR 

CHAPTER X
RECORDS OF SERVICE

140. (a) A record of service of a Gazetted Government employee will be kept by the Audit Officer in such form as he may prescribe. When an employee passes from one audit circle to another, a record of his past service should be passed on by the Audit Officer whose circle he leaves, to the Audit Officer to whose circle he is transferred.
- (b) When a Gazetted Government Employee is transferred to foreign service a copy of his service register will be sent by the Audit Officer whose duty it was to keep it, to the Audit Officer who will account for the contribution and the latter will return the register (or an extract from it) duly written up-to-date when the employee is re-transferred.

141. A Service Book in * Form-1 must be maintained for every non-gazetted employee with the following exceptions: -

*[G.O. (P) 281/79/Fin.,
dated 16-3-1979]

- (a) Employees the particulars of whose service are recorded in a history of services or a service register maintained by an Audit Officer.
- (b) Policemen of rank not higher than that of a Head Constable and members of the Fire Subordinate Service of and below the rank of Leading Fireman.

142. In all cases in which a Service Book is necessary under Rule 141 such a book must be supplied by the employee at his own cost, on his first appointment to Government Service. It must be kept in the custody of the Head of the Office in which he is serving and transferred with him from office to office. The Service Book shall not be returned to the employee on the termination of his service by retirement, resignation, dismissal or discharges from service without fault, as the case may be. It shall be retained by the Head of Office in which the employee last served for periods as under.

- (i) Service Book of employee who has resigned 5 years from the date of resignation
- (ii) Service Book of employee who has been removed / dismissed
- (a) 5 years, if no case is pending in any court.
- (b) 3 years after final judgment under the normal course of law i.e. the last judgment or the judgment of the highest court as established by law where the court has upheld the Governments' decision to remove/dismiss the employee

- (iii) Service Book of 25 years from the date of employees who retire from retirement/death/ retrenchment: service/dies while in service/have been retrenched

Note.—The Service Book of an employee who has been dismissed and who is afterwards reinstated should on requisition be returned to the Head of the Office in which he is re-employed.

A similar course should be adopted when an employee has been discharged without fault or resigns and is subsequently re-employed.

143.

Every step in an employee's official life must be recorded in his Service Book, and each entry must be attested by the Head of his Office, or, if he himself is the Head of an Office, by his immediate superior. The Head of the Office must see that all entries are duly made and attested, and that the book contains no erasure or overwriting all corrections being neatly made and properly attested.

INSTRUCTIONS

1. The entry in the Service book regarding date of birth should indicate on what evidence the date of birth was accepted. The following documents shall be considered as satisfactory proof of date of birth.
 - (i) In the case of persons who have attended a recognized school/college the school leaving certificate or an authenticated extract of the admission register of the school or college where the employee last studied.
 - (ii) In the case of others an authenticated extract from the birth register or the baptismal register or a certificate issued from a Muslim Jama-at, the correctness of which is certified by a gazetted employee or a certificate by a Magistrate or other well known or trustworthy person in the town or village or original copy of the horoscope, or correspondence at the time of birth supported by a declaration before the Head of Office or an affidavit of the parent of the person, or a close relative who has knowledge of the approximate date of birth of the person signed before an officer who is competent to administer oath.

These documents shall also be accepted in the case of persons who have attended a school/college but whose date of birth cannot be proved by the school or college records by reason of the fact that the relevant records of the school or college have after due enquiry been found destroyed.

2. Temporary and officiating promotions, reductions (with reasons) probation, increments, transfers and leave should be regularly and concurrently recorded each entry being duly verified with reference to departmental orders, pay bills, etc., and attested by the Head of the Office. If the Head of the Office has a gazetted assistant, the duty of attesting the entries may be delegated to the assistant.

All examinations passed both general and special including departmental tests, should be recorded in the Service Book. In respect of departmental tests, a reference to the part and the date of the Gazette and roll number of the candidate should be recorded.

3. When a non-gazetted employee is transferred whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his Service Book in the office from which he is transferred and the book, after being duly verified to date and attested by the Head of that Office, should be transmitted to the Head of the Office to which the employee has been transferred who will thence forward the book maintained in his office. If he should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The Service Book should not be made over to the non-gazetted employee who has been transferred.
4. In the case of temporary officers under the Government of India on deputation to the State Government who are subsequently absorbed in the service of the State Government specific entries should be made in their Service Book, at the time of their absorption in the State Service to the effect whether their absorption to the State Service, is in the public interest or otherwise and whether the continuous service under the Central Government prior to absorption in service under the State counts for pension under Note 2 below Rule 11, Part III, Kerala Service Rules or not.
5. In the case of those who have rendered war service with the permission of Government the Heads of Office will note under due attestation, in the Service Books of the persons concerned, that the deputation for war service was under the orders of the Government. The number and date of the order in which permission was granted should also be indicated therein.

Note.—Leave of all kinds except casual leave should be recorded in detail by the official entrusted with the preparations of the pay bill of the establishment and the entries verified and attested by the Head of the Office.

144.

Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, in an entry made across the page of the Service Book and must be attested by the attesting officer. It is the duty of attesting officer to see that such entries are promptly made.

INSTRUCTIONS

When an employee is reduced to a lower post, dismissed or removed from service or suspended from employment or when the probation of the employee is terminated, the reason, for the reduction, dismissal, removal, suspension or the termination of the probation, as the case may be, should always be briefly stated; 'Reduced for inefficiency', 'probation terminated on grounds of unfitness', etc. Interruptions in service and leave not counting for

pension should specifically be recorded in the Service Book. The details of all penalties and rewards should also be recorded in the Service Book. In all the above cases the number and date of orders of competent authority should be recorded against the relevant entries in the Service Book along with which copies of the orders should be filed. The Head of Office should make efficient arrangements for these entries being made with regularity. The duty should not be left with the non-gazetted employee concerned.

145. Personal certificates of character must not, unless the head of the department so directs, be entered in the Service Book, but if an employee is reduced to a lower substantive post, the reason of the reduction must be briefly shown.

146. It is the duty of every employee to see that the Service Book is properly maintained as prescribed in Rules 143 and 144 in order that there may be no difficulty in verifying his service for pension. The Head of the Office should therefore permit an employee to examine his Service Book should be at any time desire to do so.

Government Decision

- (i) Each non-gazetted employee may be required to produce an extra copy of blank Service Book at his cost. On production of the book, the Head of Office will make available to him his original Service Book for copying the entries in the blank register then and there. The duplicate prepared by the non-gazetted employee will be arranged to be carefully checked with the original and each entry attested by the Head of Office. The words "DUPLICATE COPY" will be recorded in red ink at the top of the first page and attested by the Head of Office or his authorized Assistant and thereafter it will be handed over to the non-gazetted employee for safe custody. The annual verification of Service Book is made in April every year and the annual report regarding verification is submitted to Government by the Head of Department by the 1st June. The non-gazetted employee may, therefore, make the duplicate copy of the Service Book with him up to date by reference to the original at any time after the 1st June but before the end of August every year and get the entries attested by the Head of Office.

A certificate to the effect that "the duplicate Service Book has been compared and found to be true and complete copy" should be recorded by the Head of the Office at the time of copying the certificate of annual verification.

- (ii) The original Service Book will continue to be the primary record for all official purposes. It is only when the original is lost that reliance will be placed on the entries in the duplicate. Even in such contingency, doubtful entries will be verified to the extent possible with reference to relevant records. A note to this effect will be recorded in the duplicate Service Book and attested by the Head of Office.

- (iii) In cases where the entries in the duplicate Service Book have been relied upon for determining the title of the non-gazetted employee to payment of any kind, an undertaking should be obtained from the employee concerned to the effect that he agrees to refund any over-payment of pay/pension, etc., found to have been made on the basis of entries in the duplicate Service Book.
- (iv) The Head of Office is responsible for the safe custody of the original Service Book and as such, he will ensure against the disappearance, loss or destruction of the Service Book due to carelessness or negligence.

Every case of loss of the original Service Book and consequent resort to the duplicate Service Book for regulating payments, etc., should be reported to the Accountant General and the Government with a detailed explanation of the circumstances, and in such cases personal responsibility for the loss of the original Service Book will be fixed and where necessary, disciplinary action taken against the employees responsible.

147. If an employee is transferred to Foreign service the Head of his Office or department must send his Service Book to the Audit Officer. The Audit Officer will return it after noting in it, under his signature the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during Foreign Service and any other particulars, which he may consider to be necessary. On the employee's retransfer to Government Service, his Service Book must again be sent to the Audit Officer, who will then note in it over his signature, all necessary particulars connected with Foreign service. No entry relating to the time spent in Foreign service may be attested by any authority other than the Audit Officer.

148. In the case of policemen of rank not higher than that of head constable; there must be maintained for each district by the District Superintendent of Police and in the case of members of the Fire Subordinate Service of and below the rank of Leading Fireman in each region, by the Regional Fire Officer a Service Roll in which the following particulars should be recorded for each man in the constabulary or Fire Force holding substantively a permanent post and for each man in such constabulary or Fire Force officiating in a post or holding a temporary post:—

- (a) The date of his enrolment.
- (b) His village.
- (c) His caste, tribe, date of birth, height and marks of identification when enrolled.
- (d) The rank, which he from time to time holds, his promotions and his reductions or other punishments.
- (e) His absence from duty, with or without leave.
- (f) Interruptions in his service.
- (g) Every other incident in his service, which may involve forfeiture of a portion of it or may affect the amount of his pension.

The Roll must be checked by the order book and the punishment register and every entry in it must be signed by the District Superintendent, or the Regional Fire Officer, as the case may be.

149. A Service Roll as described in Rule 148 must be maintained for every other class of permanent, temporary or officiating non-gazetted employee for whom no Service Book is necessary.

150. *Annual Verification.*—The Service Books and Rolls in each office should be taken up for verification in April of every year by the Head of the Office, who after satisfying himself that the services of the employee concerned are correctly recorded in his Service Book or Roll in conformity with the above instructions and that there are no liabilities against the employee during the period, should record therein a certificate in the following words over his signature:—"Services verified up to(date) from(pay bills, acquaintance rolls and similar records to be specified by reference to with the verification was made)". The Head of Office in recording the annual certificate of verification should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (to be specified), a statement in writing by the employee as well as records of evidence of his contemporary employees is attached to the Book or Roll. Heads of Office may delegate the duties imposed upon them to their gazetted assistants, if any. They should, however, inspect at least 10 per cent of the Service Books and Rolls and initial them in token of having done so unless the Government specially fix a lower percentage in any case.

Note 1.—The verification of service referred to above should be in respect of all service qualifying for pension.

Note 2.—Each Head of Department should send to Government on the 1st June each year an annual report that the annual verification of Service Books of all subordinate employees has been completed. This report should include a certificate to the effect that the Service Books of all persons due to retire within five years have been forwarded to the Audit Office for check. If there are any exceptions they should be mentioned in the reports with the reasons for the delay. In the same report they should also certify that no liabilities have been brought to notice against the several employees of the department during and up to the end of the previous year except in the cases (to be mentioned) where the action taken to settle the liabilities should be reported. For this purpose they may obtain the necessary reports from their subordinate officers and consolidate the report and send them to Government in duplicate, Government will forward one copy to the Accountant General by the 1st July of the year.

151. *Periodical Inspection.*—It is the duty of officers inspecting subordinate offices to inspect the Service Books maintained there. They should see that they are maintained up-to-date, that entries are properly made and attested, that verification has been properly carried out and the necessary statement and evidence secured and verification certificates have been properly recorded by the Head of Office.

By order of the Governor,
K. JOSE CYRIAC,
Principal secretary (Finance).

INSTRUCTIONS FOR MAINTENANCE OF SERVICE BOOK

(Based on Para 118 to 122 of the General Financial Rules read with Fundamental and Supplementary Rules 197 to 205 and Articles 188 and 189 of the Audit Code)

PART- I

1. A Service Book must be opened for every Government servant on his first entry into Government service, as to maintain a complete and authentic record of his/ her service career.
2. The Service Book should be maintained in duplicate and kept in the custody of the Head of the Office in which the Government servant is serving and transferred with him from office to office. For the sake of reference, the original Service Book should be made use of and **the duplicate copy should be kept up to-date** in reserve and taken out only when it may be absolutely necessary to do so, such as for making entries corresponding to those made in the original Serviced Book or in the event of loss or misplacement of the original Service Book.
3. It is the duty of the Head of the Office that all entries in the Service Book are promptly made and duly attested by the **authorized Attesting Officer**. It is the duty of the Government servant also to see that his Service Book is being properly maintained in accordance with the rules. The Head of the Office should afford every facility to the Government Servant to examine and satisfy about the correctness of the entries made in his Service Book. In token of his scrutiny and acceptance of the entries made in the Service Book the Government Servant should sign his name in the column provided and his / her endorsed as evidence by the Attesting Officer.
4. **No erasure or overwriting** of an entry once made is allowed. In case of any entry occurring incorrectly it should be scored with a red line and correct neat entry made underneath it which should be duly attested (full sign and date).

PART- II

5. Bio data of Government servant, the entries regarding date of birth and domicile should be made in accordance with the relevant rules and orders of Government. All entries in this Part excepting finger prints should be renewed and re-attested at least after every five years and the signatures of the Government servant and the Attesting Officer should be dated.
6. Personal certificates of character must not, unless the Head of the Department so directs, be enter in the Service Book

7. Every event in the Government servant's official life must be recorded in Part-III of the Service Book and each entry must be signed dated by the Government Servant as well as attested by the Head of the Officer or the duly authorized Attesting Officer.
8. Every Period of suspension from employment and every other **interruption of Service** must with promptly noted full details of its duration in Part-III of the Service Book and attested by the Authorized Attesting Officer.
9. If a Government servant is reduced in rank to a lower substantive post, the reason of reduction must be briefly recorded under the relevant column in Part-III.
10. The Service Book should be taken up for verification soon after the close of the financial year and the Authorized Attesting Officer after satisfying himself should sign the verification certificate in Part- IV of the Service Book.
11. At the time of transfer of the Government servant from one office to another, the Head of the Office or the Attesting Officer under whom he/she was originally working should record the certificate of verification of his/her service in Part-IV, for the whole period during which he/ she remained employed under him. After that the service book should be forwarded to the office where the Government servant is transferred.
12. If the Government servant is transferred to Foreign Service, the Head of his Office or department must send his Service Book to the Audit Officer concerned. The Audit Officer will return it after noting under his signatures, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during Foreign Service and any other particulars which he may consider to be necessary. On the Government servants transfer to Government service, his service book must again be sent to the Audit Officer who then notes in, it over his signatures, all the necessary particulars connected with the Foreign Service may be attested by any authority other than the Audit Officer.
13. Detailed instructions for filling in the various parts of the Service Book are given at the beginning of each part.
14. The entries regarding particulars of Government servant on page 4 of the service book should be renewed or re-attested at least after every five years & the signature against item 11 & 12 should be dated.