

2. The non-gazetted service of a permanent gazetted officer should similarly be got verified and certified by the concerned audit officer before his service book is forwarded to the Accountant General concerned.

8. Service Books- Maintenance of duplicate books.

I. No. FAP. SC.
3/69/94, dated
21/12/1970

Sub:- Maintenance of duplicate service books.

It has been decided that with immediate effect, in case of all appointments to non-gazetted posts, Service Books will be prepared in duplicate when the person concerned reports for joining. One copy of the Service Books, duly signed by the officer concerned will be made over to the employee.

Simultaneously, all officers having the custody of Service Books will start making duplicate copies of the Service Books. The work of duplicating should be completed within the current financial year. If in any office the work of duplicating is found to be quite heavy, the finance Department will be prepared to give extra ministerial assistance for a purely temporary period. Any proposal for such staff should come separately in respect of each officer having the duty of duplicating, showing the number of Service Books in custody of the officer which are to be duplicated.

Where a Service Book has been lost, immediate action should be taken to prepare a fresh Service Book with materials collected from the Acquaintance Roll or other relevant records. The Service Book thus re-constructed should again be duplicated.

All duplicate Service Books, with up-to-date entries duly attested by the Head of the office, should be given to the Government servant concerned.

At the time of giving the duplicate Service Book, it should be impressed upon the Government servant concerned that the Service Book is a very valuable document upon the existence of which, his getting of pension will largely depend and that the Government servant should meticulously preserve the Service Book and get all recordable events recorded in his or her copy of the Service Book, as soon after the recordable event takes place as possible.

The recordable events are: appointment, putting on probation, confirmation, promotion, increments, fixation of pay, leave (excluding casual leave), suspension, punishment and re-instatement.

Whenever the duplicate copy of the Service Book is produced by the Government servant concerned for recording recordable events, the recording must be signed by the officer who signs the original copy of the Service Book. After signature of the officer, the name of the officer should be legibly recorded.

It will be desirable that in the event of suspension and punishment, the Government servant concerned should be asked to produce the duplicate copy of the Service Book so that the event can be recorded simultaneously in both the copies.