

Groups A and B Government Servants.

1. A record of the services of each Group A and B Government servant is maintained by the Audit Officer who usually audits his pay or who accounts for the contribution recovered from the foreign employer in the case of a Government servant lent to foreign service.

Note.—The service books of permanent Group A and B Government servants who retire or die while in service without earning any pension or gratuity shall continue to be under the custody of the Audit Officer concerned for a period of five years after their retirement or death. Whichever is earlier after which they will be destroyed.

Group C and D Government Servants and Group A and B Government Servants

2. Duty of the head of the office.—Except in the case of members of the Police force of rank not higher than that of head constable and Basic Servants of all sorts, a service book in Fundamental Rule Form No.10 should be opened for every Group C and D Government Servant at his own cost, as soon as he is regarded as selected for admission to a Government service and as an probation for that service. It should be kept in the custody of the head of the office in which he may be serving and transferred with him from office to office. It is the duty of the head of the office to see that all entries are duly made and attested.

Note (1).—Such service books should also be opened in respect of persons who are appointed under the emergency provisions and are likely to be retained in service for over one year.

Note (2).—If there is no head of office, the Service Book of the Group A and B Officer drawing pay in the scales of pay the maximum of which does not exceed Rs.1,000 shall be maintained by his superior officer or Head of the Department as the case may be. Where the Group A and B Officer is himself the head of office, his service book shall be maintained by himself, subject to the attestation of all the entries made therein by his immediate superior.

[G.O. Ms. No. 215, Finance (F.R.I), dated 7th March 1975.]

3. Duty of Group C and D Government servants.—It is the duty of every Government servant to see that his service book is properly maintained and that all erasures in it are attested. The head of the office will allow a Government servant to examine his service book, should be at any time desire to do so.

4. *Certificates of character not to be entered.* Personal certificates of character should not be entered in a service book.

5. *Kind of punishment.*—When the probation of a Government servant is terminated or when a Government servant is reduced to a lower post, dismissed or removed from service or suspended from employment, the reason for the termination of the probation, reduction, dismissal, removal or suspension, as the case may be, should always be briefly stated thus; "Probation terminated on the ground of unfitness", "Reduced for inefficiency", etc.

The head of the office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the Group C and D Government servant concerned.

Copies of all orders regarding reduction, dismissal or suspension should be filed with the service book.

6. *The maintenance of service books.*—In the service book, every step in a Government servant's official life, including temporary and officiating promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken, should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the head of the office. If the head of the office has a gazetted assistant, he may delegate the duty of attesting the entries to such an assistant. If the Government servant is himself the head of the office, the attestation should be made by his immediate superior. Any special test examination passed by the Government servant should be entered in the service book, together with a reference to the number and date of the notification directing the publication of the names of the successful candidates in that test, and the part and date of the Tamil Nadu Government Gazette, in which the notification was published. Officiating and temporary service and leave taken prior to first substantive appointment to a permanent post should also be recorded in the service book and duly attested after verification. The head of the office should also invariably give necessary particulars with reference to the proviso to Article 368, Civil Service Regulations and the note there under whether the temporary or officiating service was continuous followed by confirmation in a pensionable post without interruption with a view to enable the Audit Officer to decide later on by reference merely to such particulars whether the temporary or officiating service shall count as qualifying service under the said Article. In the case of members of the Tamil Nadu Ministerial Service, the date of birth should be verified with reference to the date given in the lists of eligible candidates

published by the Tamil Nadu Public Service Commission in the Tamil Nadu Government Gazette or the district Gazette, as the case may be. In other cases, the date of birth should be verified with reference to the entries in the applications for appointment as accepted by the Tamil Nadu Public Service Commission and transmitted to the appointing authorities. In the case of a Government Servant the year of whose birth is known but not the date, the 1st July should be treated as the date of birth. When both the year and the month of birth are known, but not the exact date, the 16th of the month should be treated as the date of birth.

Note 1.—The date of birth entered in the service book of a superior Government servant or in the service roll of a Basic Government Servant may be altered with reference to Rule 49 of the General rules for the Tamil Nadu State and Subordinate Services or the corresponding rule of the Special Rules for which the General Rules do not apply or with reference to rule 28 of the Special Rules for the Tamil Nadu Basic Service, as the case may be.

Note 2.—Managers of District Police Offices may attest entries in service books and service rolls on behalf of Superintendents of Police.

Note 3.—In the Tamil Nadu State Transport Department.—(a) The Superintendent in charge of the pay bill section may attest entries in the service rolls and leave rolls of the workers in the traffic branch and the Superintendent in charge of punishment rolls section may attest entries in conduct rolls of those workers.

(b) the Superintendent, Office of the Mechanical Engineer may attest entries in the service rolls, leave rolls and conduct rolls of the technical workers in the Transport House Depot; and

(c) the Superintendent, Office of the Works Manager, Government Transport, Central Workshop, Chromepet, may attest entries in the service rolls, leave rolls and conduct rolls of the technical workers of the Government Transport Central Workshop, Chrompet.

Note 4.—The Superintendent (Administrative Branch), office of the District Transportation Superintendent, Kanyakumari Branch, Nagercoil may attest entries in the service rolls, conduct rolls and leave rolls of the traffic and technical workers.

Note 5.—Whenever a certificate under Fundamental Rule 26 (bb) is issued by the appointing authority or the leave sanctioning authority, as the case may be, a very concise entry such as “Certificate under Fundamental Rule 26(bb) issued for the period fromto.....” should also be recorded after the entry regarding leave in the service book, in the case of Group C and D Government servants.

Note 6.—The Superintendent, Office of the District Fire Officer, Madras City, may verify and attest entries in the Service Books/Rolls of Fireman and equivalent ranks in Madras City Division, on behalf of the District Fire Officer, Madras City.

Note 7.—The Assistant Treasury Officers of the Huzur Treasuries may verify and attest the entries in the service registers of all Group C and D staff in the Huzur Treasuries. The entries in the Service Registers of Assistant Treasury Officers and Sub-Treasury Officers will however, be attested by the Treasury Officers.

Note 8.—Applications for rectification of incorrect entries relating to community in service records shall be made to the immediate superior officer enclosing records in support of the request. The immediate superior officer shall forward the application and the connected records to the Head of the Department concerned through the proper Channel. The Head of the Department shall refer the application to the Collector of the district concerned who shall arrange for a personal inquiry into the facts of the case by an officer of Revenue Department not below the rank of a Deputy Collector. On receipt of the records of the inquiry, the Head of the Department shall pass such orders as he deems fit having regard to the merits of each case. His decision thereon shall be final. Alteration relating to community in the service records shall invariably refer to the proceedings of the Head of the Department in which the alteration was ordered and attested by a Group A and B Officer or the Head of the Office concerned.

(G.O. Ms. No. 885, Finance, dated 6th August 1966).

Note 9.—The native place of Government Servants shall be entered in the service book with reference to the place of birth or place of domicile in Tamil Nadu certified by the Government servant concerned at the time of his entry into Government service. Such entry shall not be altered later by the Government Servant.”

[G.O. Ms. No. 174, Personnel and Administrative Reforms (F.R.III), dated 19th February 1985.—with effect from 25th September 1984.]

7. Transfer to another office.—When a Group C and D Government servant 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 the Government servant 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 Government Servant 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 Group C and D Government servant who has been transferred.

8. Transfer to foreign service.—If a Group C and D Government servant is transferred to foreign service, the head of the office or department should send his service book to the Audit Officer who will return it after noting therein, under his signature, the orders sanctioning the transfer and other necessary particulars in connection with the transfer. On the Government servant's proceeding on leave from foreign service or on his re-transfer to service under Government his service books should again be sent to the Audit Officer for recording all necessary particulars connected with the leave or re-transfer to service under Government including the fact of recovery of leave and pension contributions.

8-A. In the case of ex-military men re-employed in the civil department, who refund the gratuity under Article 356/357-C Civil Service Regulations, the service books should, after the gratuity has been refunded in full, be sent to the Audit Office for recording therein the necessary particulars connected with the refund of the gratuity.

9. Transfer to a Group A and B post .— When a Government servant is appointed to officiate in a Group A and B post, his Service Book together with the leave account duly completed should be forwarded to the Audit Officer within one month from the date of his promotion to facilitate the opening of the leave account. The service book of the officiating Group A and B Officer which will be returned by the Audit Officer should continue to be kept by the immediate controlling officer. When he is confirmed in a Group A and B post, the Service book should be forwarded to the Audit Officer who maintains the record of his service under Rule 1.

[G.O. Ms. No. 215, Finance (F.R.I), dated 7th March 1975.]

10. Service rolls for the police and basic servants.—In the case of members of the police force of rank not higher than head constables, there shall be kept up for each district by the Superintendent of Police a service roll in English in which shall be recorded the date of the enrolment of each person in the constabulary, his caste, tribe, village, age, height and marks of identification when enrolled; his rank, promotion, reduction or other punishment; his absence from duty on leave or without leave; and every other incident in his service which

may involve forfeiture of portions of his service or affect the amount of his pension. The roll should be checked by the vernacular roll and order book and the punishment register and every entry in it should be signed by the manager of the District Police Office.

From this roll, the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected, in respect of any service rendered before enrolment in the constabulary which the applicant may be entitled to count.

If the date of birth of any person on enrolment in the constabulary cannot be correctly ascertained, the age as estimated by the medical officer when granting certificate of physical fitness for recruitment to the service should be entered in the service roll.

Note.—The Superintendent in charge of pay bills section in the office of the Director, Tamil Nadu State Transport, Madras, may attest entries in the service rolls of the workers in the Traffic Branch on behalf of the Director, Tamil Nadu State Transport.

11. Similar service rolls should be maintained for basic servants of all sorts.

Where the date of birth of a basic Government servant cannot be correctly ascertained, the age as estimated by the medical officer when granting certificate of physical fitness to the Government servant should be entered in the service roll.

11-A. Service rolls for police constable, head constables, leading firemen, firemen and other equivalent ranks in the Fire Service Branch and the Service books in the case of basic Government servants shall be opened at the expense of Government.

12. Annual verification.—The service books and rolls in each office should be taken up for verification in January of every year by the head of the office who, after satisfying himself that the services of the Government servant concerned are correctly recorded in his service book or roll in conformity with the above instructions, should record therein a certificate in the following words over his signature:—"Services verified up to (date) from (pay bills, acquittance rolls and similar records to be specified by reference to which the verification was made)". The head of the 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 (naming them), a statement in writing by the Government servant as well as a record of the evidence of his contemporary employees is attached to the book or roll. Heads of offices 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.

Heads of offices should furnish a certificate regarding the completion of the annual verification of services in respect of all Government servants working under them and those on foreign service to the next superior officer by the end of April every year covering the preceding calendar year. It shall also be the duty of every head of office to initiate action to show the service books to the Government servants under his administrative control every year and to obtain their signature therein the token of their having verified their service books. A certificate to the effect that he has done so in respect of the preceding calendar year, should be submitted by him to his next superior officer by the end of every July. In the case of a Government servant on foreign service, his signature shall be obtained after the Audit Office has made necessary entries connected with his foreign service. [G.O. Ms. No. 792, Finance (F.R.I.), dated 3rd June 1974.]

Note 1.—The verification of service referred to above should be in respect of all service qualifying for pension whether permanent, provisional, temporary or officiating.

Note 2.—When a Government servant is transferred from one office to another, the head of the office under whom he was originally employed shall record in the service book or roll, under his signature, the result of the verification of service referred to above with reference to pay bills and acquittance rolls in respect of the period for which the Government servant was paid in that office and the verification of service for the remaining period shall be done in the office to which the Government servant is transferred.

13. 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 heads of the offices.

14. Deleted.

15. When a Government servant's service is terminated by dismissal his service book should be retained for a period of five years or until the Government servant's decease, whichever is earlier, after which it will be destroyed. A similar procedure should be followed in the case of a Government servant whose probation is terminated. The head of the office in which he was last employed should retain the service book in such cases.

16. When a Government servant's service is terminated by resignation or discharge without fault and no pension is given to him, his service books should be retained for a period of five years from the date of his resignation or discharge. In the event of his death within the period of five years, the service book should be retained for a period of six months only from the date of his death.

17. The service book of a Government servant 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 a Government servant has been discharged without fault or resigns and is subsequently re-employed.

RULINGS.

1. In the case of officers directly recruited to posts in services other than the subordinate services, the date on which the period of probation is satisfactorily completed should be noted in the History of Services.

The dates will be communicated by Government.

(G.O. No. 82, Finance, dated 9th February 1933.)

Verification of entries made in service books.

2. The verification of entries made by a clerk in service books may be entrusted to his immediate departmental superior if the head of the office sees fit, but the responsibility as to their accuracy will rest with the latter officer who has to attest them.

F.R. Form No.10.

(See rule 2 of Part III of Annexure II.)

Service Book.

The opening page of the Service Book should contain the following entries:—

- (1) Name.
- (2) Schedule Caste (S.C.) or Scheduled Tribes (S.T.) or Most Backward Class (M.B.C.) or Other Backward Class (O.B.C.) or Convert to Christianity from the Scheduled Castes—
 - (a) Who is himself a convert [C.S.C.(1)].
 - (b) Who is *not* himself a convert [C.S.C.(2)].
- (3) Native district.
- (4) Residence.
- (5) Father's name and residence.
- (6) Date of birth by the Christian era as nearly as can be ascertained.
- (7) Place of birth.
- (8) Exact height by measurement.
- (9) Educational and other qualifications.
- (10) Departmental tests of special tests, if any, passed with reference to number and date of the gazette notification.
- (11) Mother-tongue.
- (12) Personal marks of identification.
- (13) Signature of Government servant.
- (14) Signature and designation of head of the office or other attesting officer.

Note.—The entries in this page should be renewed or re-attested at least every five years, and the signature in lines (13) and (14) should be dated.

The remaining folios of the Service Book should be divided into fifteen columns, viz.:—

- (1) Name of appointment.
- (2) Whether substantive or officiating and whether permanent or temporary.
- (3) If officiating, state—
 - (i) substantive appointment, or
 - (ii) whether the officiating service prior to confirmation was continuous and if so, it counts for pension under Article 368. Civil Service Regulations.
- (4) Pay and scale of pay in the substantive appointment.
- (5) Additional pay for officiating (the scale of pay of officiating post to be indicated).
- (6) Other emoluments falling under the term "Pay".
- (7) Date of appointment.
- (8) Signature of Government servant.
- (9) Signature and designation of the head of the office or other attesting officer in attestation of columns (1) to (8).
- (10) Date of termination of appointment.
- (11) Reason of termination (such as promotion, transfer, dismissal, etc.)
- (12) Signature of the head of office or other attesting officer.
- (13) Nature and duration of leave Period. - Allocation of periods of leave on average pay up to four months for which leave-salary is debitable taken to another Government.
- (14) Signature of the head of the office or other attesting officer.
- (15) Reference to any recorded punishment or reward of the Government servant