

Abstract

Service Records- Maintenance of of Service Roll instead of Service Book in the case of last grade Government employees.

Finance (Rules-B) department

G.O. (MS) No. 4-99/61/Fin

Dated, 14th December, 1961

Read:-

- i. G.O.(MS) NO.81/60/Fin dated February 1960
- ii. Letter No.E1- 981/60 from the Inspector- General of Prisons: and
- iii. Letter No.TM.V.13-1-61-62/347 dated 17th November 1961 from the Accountant General, Kerala.

Order

In the G.O read as first paper above, it was ordered that the Service particulars of last grade employees need not be included in the Annual establishment Returns as their ----- not mentioned in the establishment pay bills.

2. The Inspector- General of Prisons in his letter read as second paper above, has sought for a clarification in regarded to the enforcement of the above orders, as the names of last grade employees are also included in the establishment pay bill for the purpose of calculating their pay and allowances.

3. The inclusion of the names of last grade employees in the establishment pay bills is not required. Vide Art. 385(vil) of Travancore Financial and Account Code volume I. Government therefore direct that it is sufficient to show only the number of sanctioned posts, the number of duty where permanent or actingal the rates of pay drawn etc.

By Order etc
SD/- Asst. Secretary

To

The Heads of departments and offices,
Endt On E2- 186/62 dated

Copy communicated to all sub officers for information. Copy to E1
to E5 and E Superintendent

C.F. Chalakudy
Office of the Chief Conservator.

By Order,
Superintendent.

E.1969/62

Endt on .F.Dio. E-1969/62-67 -1-62

Copy to stock and circular file.