

No. E6.22637/93.

Office of the Chief Conservator of
Forests, Thiruvananthapuram,
Dated: 13.05.1993.

C I R C U L A R. No. 6/93

Sub: Maintenance of Duplicate copy of Service Book

As per rules each non gazetted employee should maintain “duplicate copy of Service Book”. The duplicate copy prepared by the employee should be carefully checked up with the original and entries on each page attested by the Head of Office. The annual verification to be made in April every year. It is observed that the above directions are not strictly adhered to by the employees/Head of Offices. All the Non Gazette Officers especially Field Staff are directed to maintain duplicate copy of Service Book duly attested by the head of Office. The duplicate copy of Service book may be kept under safe custody of the employee after due attestation by the head of office.

2. It has also been brought to the notice that there is under delay in settling liabilities should be quantified either before or immediately after retirement of the Officers quitting from service. As per rules the liabilities of an employee Earnest efforts should be made at all levels to settle the liabilities against the employees before the date of retirement.

3. All pension sanctioning authorities are requested to initiate advance action to ascertain liability if any in respect of the Officers who are due to retire from service at least 2 years prior to the date of retirement.

PRINCIPAL CHIEF CONSERVATOR OF FORESTS (GENERAL)

Copy to all Conservator of Forests/Divisional Forest Officers/
Assistant Conservator of Forests/Wild Life Preservation Officers/
Wild Life Warden/Principal, Kerala Forest School.
Copy to all Branch Officers/P.A. to C.C.F
Copy to all Section head.
Stock file.