

GOVERNMENT OF KERALA

Abstract

RECORDS OF SERVICE- MAINTENANCE OF DUPLICATE OF SERVICE BOOKS
ORDERS ISSUED.

FINANCE DEPARTMENT

G.O(P)493/66.

Dated, Trivandrum, 10th November 1966.

Read: Letter No.TM. VII/12-28/Pen /191 dated 15-10-1966 from the Controller of Accounts.

ORDER

According to the existing rules every steps in officer;s official life must be recorded in his service book and each entry must be attested by the head of office. Under rule 177 part III , kerala service Rules it is the duty of every officer to see that his Service Book is correctly maintained , so that there may not be any different in verifying his Service for pension . The head of office has therefore, to permit an officer to examine his Service book, should he at any time desire to do so. In part I of the printed form of Service book the entries regarding name, religion, residence etc., have to be renewed or re- attested every five years by the head of office, taking also signature of the non- gazetted officer. again, it is provided in part II of the service Book that each entry therein is supported by the signature of the non- gazetted officers . But it is seen that seldom the signature of the non-gazetted officers in token of acceptance of the entries in their Service Books, is taken. the existing practice in the maintenance of Service Books there fore renders it difficult for the non-gazetted officers to verify and satisfy themselves about the correctness of the entries recorded in their service Books, It is felt that the position could be improved if the non- gazetted Government servants are permitted to keep a duplicate copy of the service book with them. Maintenance of duplicate service books will also enable a non-gazetted officer to have correct and complete details of his service and help the head of office to reconstitute a service book with reference to the duplicated and other relevant records in case the original is lost. Accordingly Government are Pleased to order as follows:-

- (i) Each non- gazetted officer may be required to produce an extra copy to a blank service ebook at his cost. On production o f the book the head of office 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 officers will be arranged to be carefully checked with the original and each entry attested by the head of office or his authorized assistant. The words 'DUPLICATE' copy will be recorded in red ink at the top of at any time after the 1st June but before the end n the first page and attested by the Head of Office or his authorized agent and thereafter it will be handed over to the non-gazrtted officer for safe custody. The annual verification of service books is

made in April of every year and the annual report regarding such verification is submitted to Government by the Heads of Department by the duplicate copy of the service book with him up-to-date by reference to the original of 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 or his authorized Assistant.

- (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 duplicated. Even in such a 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 books and attested by the heads of office or his authorized Assistant.
- (iii) In case where the entries in the duplicate service Book have been relied upon for determining the tile of the non-gazetted officer to payments of any kind, an undertaking should be obtained from the officer concerned to the effect that the he agrees to refund any overpayments of pay/pension etc., found to have been made on the basis of entries in the duplicates Service Book.
- (iv) The heads 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.

The Heads of Department and offices are requested to take urgent steps to bring the contents of this order to the notice all non-gazetted employees under them including those on leave Foreign Service deputation.

By order of the Governor,
R. GOPALAWAMY,
Finance Secretary.

To

The Controller of Accounts, Kerala.
All Heads of Departments and Offices
The Secretary, Kerala Public Service Commission (with C.L)
The Registrar of High Court, Ernakulam (with C.L)
The Register, University of Kerala/Trivandrum (with C.L)
The Secretary, Vigilance Commission (with C.L)
The Secretary to Governor
The Private Secretary to the Advisers.
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and
Under Secretaries to Government
The Stenographer to the Chief Secretary
All Department and Sections of the Secretariat.
