

GOVERNMENT OF KERALA
Finance Department
CIRCULAR

R.C.3-39060/59/Fin.

Dated, Trivandrum, 1st August 1959.

Sub:- Service Books-Defects-Elimination of.

It has been brought to the notice of Government by the Comptroller that during the verification of service books conducted locally by out Audit Department, the following defects have been generally noticed.

1. Discrepancies in noting the period of leave sanctioned and consequent overpayments.
2. Want of annual verification certificates.
3. Irregular sanction of leave and overpayments of leave salary
4. Want of quinquennial attestations.
5. Want of full details of leave availed by incumbents.
6. Leave accounts as prescribed in Article 272 C.S.R form 6A is not maintained.
7. Want of certificate of verification of the date of birth with the prescribed records.
8. The entries are not attested particularly in respects of leave.
9. Register of service book is not maintained.
10. Entries are not attested by the non- gazetted officer in Column 7.
11. Date of birth in Christian era not recorded.
12. Substantive pay has not been noted in column 5.
13. Date of commencement of leave and return from leave not attested.
14. Corrections not attested.

2. The Heads of Department and Offices are directed to arrange for the service books maintained in the several offices under their control being reviewed and to see the defects are cured immediately. Compliance with these instructions should be intimated to the Comptroller by the Heads of Department within a month. Any laxity in the matter will be seriously viewed by government.

The Comptroller will bring to the notice of Government cases, if any of non-compliance with these orders.

By order of the Governor,
K.V.THOMAS,
Asst.Secretary.

To

The Comptroller (vide his D.O No.OA/2-6-/59-60/214 dated 29-6-59)

The Heads of Department and Offices.

The Secretary Public Service Commission, with C.L

The Registrar of High Court with C.L

The Secretary, Board of Revenue.

The Section of the Secretariat.

The Secretaries, joint Secretaries, Addl. Secretaries, Deputy Secretaries and Assistant Secretaries to government.

The Cnfdl Clerk to the Chief Secretary to Government.

The Gazette.

