



SERVICE BOOK



FR/SR
MISCELLANEOUS
PROVISIONS

Maintenance of Service Books

[SR 197].

A Service Book should be maintained by the Head of Office for every Government Servant (Gazetted and Non-Gazetted) holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post likely to last for more than one year.

Custody of Service Books

[SR 198].

4.3 A service book shall be maintained for a Government servant from the date of his first appointment to Government service. It must be kept in the custody of the Head of the Office in which he is serving and transferred with him from office to office.

SERVICE BOOK

- **Supplementary Rules (S. R.)-196 to 203;**
- **Record of service of Gazetted Officers to be maintained by such Officers in such form as prescribed by the C & AG (S. R.-196);**
- **Earlier maintained by Accountants General/
Pay & Accounts Officers;**
- **Transferred to Departmental Authorities after separation of Audit and Accounts;**

SERVICE BOOK

- **Service Books of non-Gazetted Employees in such forms prescribed by the C & AG will be maintained by the Departmental Authorities; (S. R. -197)**
- **Form of Service Books revised for new entrants in Govt. Service by DOP&T O. M. No. 17011/1/99-Estt (L) dated 11.3.2008;**
- **For existing Govt. Servants, new Service Books will be used when the existing Stock is exhausted;**
- **Existing entries need not be re-written in the new form;**

SERVICE BOOK

- **The Service Book under S.R.-197 shall be maintained for a Govt. Servant from the date of his first appointment in Govt. Service (S. R. 198);**
- **It is kept in the custody of Head of Office;**
- **Every step in a Govt. Servant's life must be recorded in the Service Book;**
- **Each entry must be attested by the Head of Office or by a Gazetted Officer to whom the power has been delegated;**
- **No erasure or over-writing. All corrections neatly made and properly attested;**

SERVICE BOOK

- **Declarations and Pay Fixation memos to be pasted in Service Books;**
- **Outfit Allowance (Wherever paid): Note of every such payments (i.e. Bill no., amount and date of payment) with its authority should be recorded in the body of the Service Book in chronological order along with other entries;**

SERVICE BOOK

- **Alteration of date of birth, if any, should be entered in the Service Book;**
- **Leave sanctioned and leave account should be attested, as and when leave is sanctioned;**
- **Number of days of Earned leave and other kinds of leave admissible should be up-dated as and when it becomes due;**
- **GPF accounts Number to be entered in the Service Book;**

SERVICE BOOK

- **CGEGI Scheme nomination to be pasted in the Service Book;**
- **Form No. 13 of CGEGI Scheme to be kept in the Service Book;**
- **Home Town declaration under LTC Scheme to be kept in the Service Book;**
- **Every period of suspension & every other interruptions of service must be noted, with full details of duration should be shown in the Service Book and attested by Head of Office;**

SERVICE BOOK

➤ PROVISIONS IN GFR

➤ *Rule 257 (1):*

➤ **Service verification – every year;**

✓ **Certificate: “*Service verified from.....up to..... (date)*”**

➤ *Rule 257 (2):*

✓ **Service Book to be maintained in duplicate;**

✓ **First copy retained and maintained by Head of Office;**

✓ **Second copy given to the Govt. servant for safe custody;**

SERVICE BOOK

➤ *Rule 257 (3)*

- ✓ *Govt. servant to hand over his copy in January each year to his office for up-dating;*
- ✓ *The office shall up-date & return it to the Govt. servant within 30 days;*

➤ *Rule 257 (4)*

- ✓ *In case Govt. servant's copy is lost by him, it shall be replaced on payment of Rs.500/-.*

SERVICE BOOK

➤ ***CERTIFICATES RECORDED IN SERVICE BOOK***

- ✓ **The employee has been medically examined;**
- ✓ **His/her character & antecedents have been verified;**
- ✓ **Declaration that he/she not having contracted bigamous marriage;**
- ✓ **He/she has taken the oath of allegiance/affirmation to the Constitution;**
- ✓ **He/she has furnished declaration of home town which has been accepted;**

SERVICE BOOK

- ✓ He/she has furnished nomination for GPF;
- ✓ He/she has furnished details of family members;
- ✓ He/she has filed nomination for Death/Retirement gratuity;
- **VERIFICATION FROM ORIGINAL CERTIFICATES**
- ✓ Whether a member of SC/ST/OBC;
- ✓ Date of birth;
- ✓ Educational qualifications (a) at the time of appt.
(b) Subsequently acquired;
- ✓ Professional/technical qual. Not covered above.

PERSONAL FILE

- **Collection of authenticated copies of orders & other papers relating to important events in the official career of an individual Govt. servant;**
- **ILLUSTRATIVE LIST**
- ✓ **Application for initial appointment;**
- ✓ **Appointment order/notification;**
- ✓ **Orders regarding change of date of birth, if any;**
- ✓ **Orders regarding grant of study leave or extraordinary leave;**

PERSONAL FILE

- ✓ Orders regarding fixation of pay, advance increments, crossing of EB, awards and prizes;
- ✓ Sanction of HBA, car/scooter advances, final withdrawal from G. P. F.;
- ✓ Penalties;
- ✓ Warning;
- ✓ Resignation, retirement, extension of service, re-employment;



**CHANGE
OF
NAME**

CHANGE OF NAME

[DOP&T O. M. No. 19016/1/87-Estt. (A) dated 12.3.1987]

- **ADDITION/DELETION or NAME/SURNAME:**
 - CAN BE DONE FORMALLY BY A DEED;
 - EXECUTION OF DEED SHOULD BE FOLLOWED BY PUBLICATION OF CHANGE IN A PROMINENT NEWSPAPER;
 - PUBLICATION IN THE GAZETTE OF INDIA AT THE GOVT. EMPLOYEES OWN EXPENSE.

[Prescribed format]

CHANGE OF NAME

- **ADDITION/CHANGE IN SURNAME ONLY ON ACCOUNT OF A FEMALE GOVT. EMPLOYEE:**
- **FOLLOWING REQUIREMENTS:**
- ✓ **SHE SHOULD GIVE A FORMAL INTIMATION TO HER APPOINTING AUTHORITY OF HER MARRIAGE AND REQUEST FOR A CHANGE IN HER SURNAME;**
- ✓ **PARTICULARS OF THE HUSBAND MAY BE GIVEN FOR MAKING NECESSARY ENTRIES IN THE SERVICE BOOK.**

[No prescribed format]

CHANGE OF NAME

- **DELETION OF SURNAME or REVERSION TO MAIDEN NAME ON DIVORCE/SEPARATION or DEATH OF THE HUSBAND OF A FEMALE GOVT. EMPLOYEE:**
 - **MAY BE PERMITTED IF THE EMPLOYEE GIVES:**
 - ✓ **AN INTIMATION TO THE APPOINTING AUTHORITY REGARDING CHANGE IN MARITAL STATUS; and**
 - ✓ **A FORMAL REQUEST FOR REVERSION TO HER MAIDEN NAME.**

[No prescribed format]



DATE OF BIRTH

ALTERATION

DATE OF BIRTH

- Declared by the Govt. servant at the time of appointment;
- Accepted by the Appropriate Authority;
- Proof-High school/Higher Secondary/Secondary School certificate/extracts from Birth Register;
- Alteration with the approval of Central Govt./C & AG for employees of Indian Audit & Accounts Department/Administrator of UT for its employees;

DATE OF BIRTH

ALTERATION:

- **Request within 5 years of entry into Govt. service;**
- **Establish clearly that a genuine bona fide mistake has occurred;**
- **Altered DOB would not make him ineligible to appear in any school/University/UPSC exam in which he had appeared or for entry into Govt. service on the date on which he first appeared.**

Attestation of Entries in Service Books

[Government of India decision (1) below SR 199 in the Swamy's Compilation of FRs & S Rs, Part 1 (7th Edition)].

4.4 The Head of Office can delegate, to a subordinate gazetted officer under him, powers to attest entries in the service books of all gazetted officers (except his own) for the maintenance of which he is responsible. The Head of Office should however scrutinize

Entries of Foreign Service in Service Books

[SR 203].

4.5 Government servant is transferred to foreign service, service book to the Pay & Accounts Officer who will return it after noting in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service etc.

On the Government servant's re-transfer to Government service his service book must again be sent to the Pay & Accounts Officer who will then note in it the fact of recovery of leave salary and pension contributions.

Leave Account

[Rule 15 of CCS (Leave) Rules].

A leave account shall be maintained for each Government servant (Gazetted or Non-Gazetted) by the Head of Office.

Entries regarding leave in the leave account and the service book should be made distinctly and attested.

Nature of Entries in Service Books

[SR 199].

Every step in a Government servant's official life should be recorded in his service book and each entry must be attested by the Head of

The Head of Office must see that all entries are duly made and attested and that the service book contain no erasure or over-writing, all corrections being neatly made and properly attested.

[Government of India Orders(1) below SR 199 of the "Swamy's Compilation of FRs & SRs (Part 1) (7th Edition)"].

Nature of Entries in Service Books

The entries regarding increments, and fixation of pay should be based on the Increment Certificates, and Pay fixation statements. The declaration of the Government servant electing the new scale of Pay and the statement showing the fixation of his initial pay in the relevant scale in support of the entry in the service book should be pasted in the service book.



Rule 4 of the LTC Rules

The declaration of Home-Town for purpose of Leave Travel Concession duly accepted by the competent authority should be pasted in the service book.



SR 200

Every period of suspension from employment and every other interruption in service must be noted promptly with full details of its duration and be properly attested.

Periodical Inspection of Service Books by the Govt. Servant [SR 202].

The Head of Office should show the service book to each Government servant under his administrative control every year, and obtain his signature therein in token of his having inspected the service book. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior by the end of every September.

Entries regarding Date of Birth

The provisions of Rules 79 and 80 of GFRs should be observed with regard to the entry of the date of birth in the service book.

[Note 5 below FR 56].

No alteration in the date of birth of a Government servant should be made except with the sanction of the Ministry/Department concerned of the Central Government, under which the Government servant is serving, provided :

- (a) A request in this regard is made within five years of his entry into Government service**
- (b) it is clearly established that a genuine bonafide mistake has occurred; and**

Entries regarding Date of Birth

(c) the date of birth so altered would not make him ineligible to appear in any School or University or UPSC examination in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government service.

Entries regarding verification of service (GFR 81).

**In the beginning of each year all the service books should be taken up for verification of service by the Head of Office in terms of Rule 81 of GFRs and a certificate in the following manner recorded therein over his signature :-
"Service verified upto (date) fromthe record from which the verification is made". [Government of India Decision No.(1) below GFR 81].**

Entries regarding verification of service

ii) If any portion of service cannot be verified from office records, the Head of Office should state distinctly 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 contemporaries ,is attached to the service book. [Government of India decision(3) below GFR81].

In case of transfer of Government servant, the Head of Office under whom he was originally employed should record the verification of service in respect of the whole period during which the Government servant was employed under him before forwarding the service book to the office where his services are transferred.

Providing certified copy of Service Book

[Government of India decision No.(5) below GFR 81].

A certified copy of service book may be supplied to a Government servant who asks for it on quitting Government service, by retirement, discharge or resignation.

nominations for pension/ DCRG & other important to entries

[Government of India Decision No. 1 below Rule 53 of CCS (Pension) Rules,1972].

A clear note should be made in the service book regarding the receipt of nomination for DCR Gratuity and Family Pension and related notices from the Government servant and where they have been lodged for safe custody.

[Government of India Decision(7) below GFR 81].

Proper entries regarding medical examination of the Government servant at the time of appointment and attestation forms verifying antecedents and character etc. should be made at the appropriate place of the service book

other important to entries

The orders of the competent authority regarding the counting or otherwise of periods of extraordinary leave, or periods preceding breaks in service or qualifying service for pension should be obtained invariably at the very time the occasion arises and not later. Such orders should be noted in the service book. [Government of India Order No. (5) below SR 199 in General Provident Fund Account No. allotted to a Government servant (including any subsequent changes in the Account No.) should be entered on the right hand top of page 1 of his service book by means of a rubber stamp.

other important to entries

The Head of Office should ensure that necessary note of the membership of CGEGI Scheme has been made in respect of Government Servants who were in service on 1st November, 1980 and who did not exercise the option to opt out of the scheme and those who joined the Government Service later.

The Head of Office should obtain from every Government servant who is a member of C.G.E.G.I. Scheme a nomination in Form 7/Form 8 as the case may be, countersign it and paste it in the Service Book.

The photograph of the Government servant should be pasted on the right side of page 1 of the service book.

E-service books :

Central government employees can access their e-service books online through the e-HRMS (Human Resource Management System) or JSM e-Service Book Software.

e-HRMS

A web-based application that automates the creation, updation, and processing of service books for government employees

E-service books

Allows users to view their service book details, including personal information, family details, joining information, loan details, service history, leave details, and more.

JSM e-Service Book Software

**A software that helps create, verify, and maintain digital service books for government employees
Can be used for both gazetted and non-gazetted government employees**



How to access an e-service book

Log in to DDO

Enter the employee's department, office, and name

View the service book

A service book is a document that records all the administrative actions and events of a government employee from their recruitment to retirement.

What to do if a service book is lost

Not only that, every employee is encouraged to check his/her service book once in every year. What should I do if my car's service book is lost? You can request the car dealership for a new one. You can get a computer printout for previous maintenance done so far from the car dealership for your records



Can I see my service book

You can now request for a copy of a government employee's service book under the Right to Information (RTI) Act to examine his or her track record in discharging duties in the public service.



Can I change my signature in a service book

the government has made no set rules that you are required to change your signature.

But then you need to make sure that your signatures must be exactly the same on all other documents. Then only it would be termed as valid.



Can a service book be given in RTI

Service book is personal and does not fall under RTI:

SIC. Panjim: In a landmark order, State Information Commission on Wednesday said the Service Book of an employee is “personal” and cannot be provided to third party under the Right to Information Act.

What is included in a family declaration form

The employee's name, designation, and date of birth

The names, dates of birth, and relationships of family members

The marital status of family members

The average monthly income of family members

The occupation of family members

Any remarks about family members

Who can be included in a family declaration form?

A spouse

Children under 18 years old

Unmarried daughters under 24 years old

Adopted children

Parents Disabled siblings



When is a family declaration form required

A retiring government servant must submit a family declaration form before retirement

The employee must notify the head of office of any changes to their family

What happens if a family declaration form is inaccurate?

The employee may be subject to disciplinary action

A declaration of home town

A declaration of home town is a document that central government employees must submit to avail the benefits of Leave Travel Concession (LTC). The declaration is pasted in the employee's service book after it is accepted by the competent authority.



What is required in the declaration

The employee's home town

Whether the employee owns property in the home town

Whether the employee is a member of a joint family that owns property in the home town

Whether the employee's close relatives live in the home town

Whether the employee lived in the home town for a few years before joining government service



Who is responsible for making the declaration

New employees must declare their home town when they join the government
Employees who are their own controlling officer must make the declaration to their next superior administrative authority

name change in their service book

A central government employee can request a name change in their service book by submitting a deed and publishing the change in a newspaper and the Gazette of India.

Steps

Submit a deed to change your name.

Publish the change in a local newspaper and the Gazette of India.

If you are a female employee, inform your appointing authority of your marriage and request a change in your surname.



name change in their service book

If you are a female employee and have divorced, separated, or your husband has died, inform your appointing authority and request to revert to your maiden name.

Note

Pensioners can also change their name or surname in their service book.

Pensioners can also update their family details after retirement.

What happens after the declaration is made

**The declaration is treated as final once it is accepted
by the Controlling Officer**

**In exceptional circumstances, the Head of the
Department or the Administrative Ministry may allow
a change to the declaration**

**The declaration must be pasted in the employee's
service book**

probation period

The probation period for central government employees varies depending on the post and the method of appointment.

The probation period is the time during which the employer evaluates the employee's performance and suitability for the role.

Probation period for different posts

Indian Administrative Service (IAS): The probation period for IAS officers appointed by promotion is two years, while the probation period for IAS officers appointed by selection is one year

Effect probation period

a

probation period

Civil services: The probation period for civil services is two years, but the government can extend it by one year

SSC MTS: The probation period for SSC MTS candidates is two years .

Factors that affect probation period

Method of appointment

The probation period depends on whether the employee was appointed by promotion or direct recruitment

Grade of the post

The probation period depends on the grade of the post, such as Group A, Group B, Group C, or Group D



**ENTRIES IN
SERVICE BOOK
AT A GLANCE**

PERSONAL DETAILS

MEDICAL EXAMINATION

POLICE VERIFICATION DETAILS

FAMILY DETAILS

DOMINATION DETAILS

QUALIFICATION DETAILS

PAST EXPERIENCE DETAILS

PROFESSIONAL EXAM DETAILS

TRAINING DETAILS

POSTING DETAILS

PROBATION & CONFIRMATION

DETAILS

ADDITIONAL CHARGES DETAILS

REWARD DETAILS

DISCIPLINARY ACTION

(15) LEAVE DETAILS

(16) LTC DETAILS

(17) LOANS AND ADVANCES DETAILS

(18) GIS/GPAIS DETAILS

(19) GPF/DCPS DETAILS

**(20) INCREMENT AND PAY FIXATIO
DETAILS**

(21) 50/55 REVIEW

(22) ASSET & LIABILITIES DETAILS

(23) BANK ACCOUNT DETAILS

(24) COMPLAINTS DETAILS

(25) ANNUAL CONFIDENTIAL REPO

DETAILS

(26) DATA SUBMISSION

RECORDS OF SERVICE

The Service Book of a Government employee is required to be maintained in a prescribed form and the same is required to be maintained in duplicate.

The first copy shall be retained by the respective Head of Office and the second copy shall be given to the Government servant for safe custody. A revised format has been prescribed vide O.M. No.17011/1/99-Estt.(L) dated 11th March, 2008.

RECORDS OF SERVICE

The Part I of the prescribed format of the Service Book is required to reflect the Bio data of the employee include the following details:

Date of Birth [Refer to para 16.2 below]

**Whether the Government servant belongs to SC/ST/BC
Educational Qualifications at the time of first
appointment**

The instructions for maintenance of Service Book, which is part of the format states that the entries in this part will be made at the time of first appointment of the government servant and attested by the Head of Office

Additions and alterations in this part are also to be similarly attested.

The Part II A of the prescribed format

The Part II A of the prescribed Medical Examination - The original medical certificate has been kept in safe custody in Vol. II of the Service Book. Character & Antecedents – The verification report is to be retained in safe custody in Vol. II of the Service Book.

Marital Status - It is required to be certified that the Government employee concerned has furnished declaration regarding her/his not having contracted bigamous marriage and the relevant declaration is also to be retained in of Vol. II of the Service Book.

The Part II A of the prescribed format

**Oath of Allegiance to the Constitution also forms part of the said Part of the Service Book with the same being retained in Vol. II of the Service Book
Declaration of Home Town is also required to be made by the Government employee concerned and the same also being retained in Vol. II of the Service Book**

The Part II A of the prescribed format

On a Government servant completing eighteen years of service or on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Form 24, the period of qualifying service so determined. [Rule 32 of CCS (Pension) Rules].



YOUR QUESTIONS



THANK YOU