

SERVICE RECORDS AND THEIR MAINTENANCE

A record of the services of a Gazetted Government servant will be kept by such Audit Officer and in such form as the Comptroller and Auditor-General may prescribe. (S.R.196)

A Service Book in such form as the Comptroller and Auditor-General may prescribe must be maintained for every non-Gazetted Government servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post. (S.R.197)

In all cases in which a Service Book is necessary, such a 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. (S.R.198)

Every step in a Government servant's official life must be recorded in his Service Book and each entry must be attested by the Head of his Office, or, if he himself is the Head of an Office, by his immediate superior. The Head of the Office must see that all entries are duly made and attested and that the book contains no erasure or overwriting, all corrections being neatly made and properly attested. (S.R.199)

Personal certificates of character must not, unless the Head of the Department so directs, be entered in a Service Book but, if a Government servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown. (S.R.201)

Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, in an entry made across the page of the Service Book and must be attested by the Attesting Officer. It is the duty of the Attesting Officer to see that such entries are promptly made. (S.R.200)

It shall be the duty of every Head of the Office to initiate action to show the Service Books to the Government servants under his administrative control every year and to obtain their signature therein in token of their having inspected the Service Books. A certificate to the effect that he has done so in respect to the preceeding financial year should be submitted by him to his next superior office by the end of every September. The Government servants shall *inter alia* ensure before affixing their signature that their services have been duly verified and certified as such. In the case of a Government servant on foreign service, his signature shall be obtained in his Service Book after the Pay and Accounts Officer has made therein necessary entries connected with his foreign service. (S.R.202)

If a Government servant is transferred to foreign service, the Head of his Office or Department must send his Service Book to the Pay and Accounts Officer. The Pay and Accounts Officer 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 and any other particulars which he may consider to be necessary. On the Government servant's re-transfer to Government service, his Service Book must again be sent to the Pay and Accounts Officer, who will then note in it, over his signature, all necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions. No entry relating to the time spent in foreign service may be attested by any authority other than the Pay and Accounts Officer. (S.R.203)