

SERVICE RECORDS

- 5.1 Service book is a record of every event occurring in the official life of a government servant. It has to be maintained for every government servant holding a permanent or a temporary post except for those who are not likely to be in service for more than one year or those holding non pensionable service (SRs 196 and 197).
- 5.2 Service book in form MSO(T)-27 (Revised) must be opened for all government servants from the date of entry into service and is to be maintained till he ceases to be in service. Service book also contains certain entries about events prior to entry into the service. Entries at this stage are to be recorded very carefully after consulting the original certificates. Once the service book is opened and the entries at the initial stage recorded, other entries also have to be recorded as and when the events take place. Entries regarding confirmation, suspension, reduction in rank, withholding of increments, recovery of loss, leave without pay, service break, award of President Police Medal/Indian Police Medal etc., should be made in red ink. Service book must be kept in safe custody.
- 5.3 All the entries made in the service book should be duly attested. There should not be erasing or overwriting in the service book. Corrections, if any, should be neatly done and properly attested. The Head of Offices are permitted to delegate powers to subordinate Gazetted officers under them, to attest entries in the service books except their own service book for which the Head of Offices are responsible (SR-199).
- 5.4 In CBI, different posts are filled by deputation as well as direct recruitment/promotion etc. In so far as the deputationists are concerned, service books in prescribed format of the parent department are transferred to CBI and entries with regard to the events during the tenure of their deputation are to be recorded by the concerned office at the appropriate place/part/column.
- 5.5 To eliminate delay in payment of pension, it shall be the responsibility of the officer maintaining the service book to make annual verification and also complete and certify the service book in respect of previous service in the twenty fifth year of service or 5 years before retirement, whichever is less. The orders of the competent authority, where required on the nature of service (e.g. period of leave, break in service etc.) should be obtained and recorded in the service book. Unless otherwise shown in the service book, it will be presumed that orders of the competent authority have been obtained and period of extraordinary leave, period of preceding breaks in service will be counted for

pension. If any lapse or omission in observing this procedure results in overpayment, suitable disciplinary action will be taken against the authorities concerned. (Rule 32 of CCS (Pension) Rules).

5.6 **Maintenance of Service Book**

5.6.1 5.6.1 Service Book contains two volumes:-

Vol.I has four parts and Appendix containing leave account.

- Part-I: Contains bio data and photograph.
- Part-II: Deals with certificates and attestation.
- Part-III: Records previous qualifying service and foreign service.
- Part-IV: Deals with the history and verification of service.

Vol.II contains all the service documents which are to be certified and attested in Part-II of Vol.I.

5.6.2 Following entries / certificates are to be recorded in the service book at the time of first appointment and attested by the Head of Office or any other officer duly authorised.

- (i) Employee has been medically examined and found fit.
- (ii) His/her character and antecedents have been verified.
- (iii) He/she has furnished declaration of his/her not having contracted bigamous marriage.
- (iv) He/she has taken the oath of allegiance/affirmation to the Constitution.
- (v) He/she has furnished the declaration of home town which has been accepted.
- (vi) The correctness of the entries against the following items of Part-I. Bio-data has been verified from original certificates furnished as valid documentary evidence for the respective purpose.
 - Whether a member of SC/ST.
 - Date of birth by Christian era and wherever possible also in Saka era (both in words and figures).
 - Educational qualifications.
- (vii) Professional and technical qualification not covered by above^{1[1]}.
 - He/she has filed nominations for GPF and related entries have been furnished to the Account Office on various dates.
 - He/she has furnished details of the family members.
 - He/she has filed nominations for Death/Retirement Gratuity.

5.6.3 **Events requiring entries in the Service Book**^{2[2]}:

^{1[1]}Also see G.I., MF, O.M. No. 3(2).E IV(A), dtd. 14.03.76

^{2[2]}Also see G.O.I., MF, O.M. No. 3(v)-E IV(A), dtd. 11.03.76

- (i) Entries at the time of initial appointment.
- (ii) Occurrence of events involving a change in the post, station, office, scale of pay, nature of appointment, promotion, reversion, deputation, transfer on foreign service, increment, leave suspension and other forms of interruption in service.
- (iii) Events like stoppage of increment.
- (iv) Grant of personal pay for adopting family planning norms.
- (v) Grant of special leave/Paternity leave.
- (vi) Membership of CBI Benevolent Fund.
- (vii) Facts of availing LTC either by Government servant or member of his family.
- (viii) Grant of encashment of leave during service.
- (ix) Allotment of GPF account number.
- (x) Deputation/repatriation/absorption.
- (xi) Confirmation at the initial grade.

5.6.4 **Documents to be placed in Volume - II of the Service Book^{3[3]}:**

- (i) Relaxation of age, educational qualification (authenticated/ attested copy).
- (ii) Report regarding verification of character and antecedents (original).
- (iii) Medical certificate of fitness (original).
- (iv) Declaration of marital status (original).
- (v) Acceptance of Home Town declaration (signed/attested copy).
- (vi) Oath/affirmation of allegiance.
- (vii) Nomination for PF, DCRG, CGEGIS, Benevolent Fund.
- (viii) Details of Family (Signed/attested copy).
- (ix) Order regarding change of date of birth (authenticated/ attested).
- (x) Change of name (original).
- (xi) Change in home town / permanent home address (once in service life).
- (xii) Attested copies of certificates of age and education qualification.
- (xiii) Condonation of break in service.
- (xiv) Collateral evidence in respect of first service.

5.6.5 **Leave Account**

A leave account shall be maintained in the prescribed form for each government servant and must be kept with the service book with up to date account (Rule 15 of CCS(Leave) Rules, 1972).

5.6.6 **Annual Verification of Service**

At a fixed time, immediately after financial year is over, the service book shall be taken up for verification by the Head of Office, Annual Verification entry has to be recorded very carefully after consulting the Pay Bill Register. When the government servant is transferred from one office to another, the Head of the Office

^{3[3]}Also see G.I., DP&AR, O.M. No. 28034/35/76-Estt.(A) dtd. 19.01.1977

under whom he was originally posted/worked should record the verification of service in respect of the whole period or a month/date upto which pay and allowance of a government servant were drawn inter alia upto the period for which the government servant was paid in his office (GFR-81).

5.7 **CGEGI Scheme - Form No. 13 to be pasted in the Service Book**

5.7.1 Every year in the month of January the Head of Office will record a certificate in column 7 in the following form:

“Subscription @ Rs. _____ appropriate to group ____ of the scheme recovered from Pay & Allowances for the period from January ____ to Dec. _____.”

5.7.2 All other events in the nature of promotion, transfers on deputation / foreign service, absorption in PSU/Autonomous bodies, retirement etc. occurring during the service career of the member of the scheme shall also be recorded in the appropriate column No. 6 of the form duly attested [GI (8) - SR 199].

5.8 **Inspection of Service Book**

Every Head of Office has to initiate action to show the service book to the government servant concerned every year and to obtain his signature there in token of their having inspected / seen the Service Book (SR 202).

5.9 **Supply of copies of Service Book**

Government servant who asks for a certified copy of the service book on quitting service on retirement, discharge or resignation may be supplied with the same on payment of Rs. 5/- as copying fee.

5.10 **Alteration in Date of Birth^{4[4]}**

An alteration of date of birth of a government servant can be made, with the sanction of the Ministry or Department concerned of the Central Government under which the government servant is serving, if :

- (i) The request for alteration of the date of birth is made within a period of 5 years of his entry into government service.

^{4[4]}Also see FR 56 - Note 6

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