

**FR/SR**

**MISCELLANEOUS  
PROVISIONS**

# 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.**