

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL: ALL INDIA RADIO
(SII SECTION)**

NZ

No:-A-19011/01/2016-SII/1676 Jo 1683

New Delhi, dated 16.11.2018

CIRCULAR

Subject:- Maintenance of Service Book and verification of services.


It has come to notice of this Directorate that the Service Books of officials concerned are not being checked & verified periodically as per the prescribed procedure and provision in the relevant Rules and Regulations issued by Government from time to time. Consequently, many infirmities viz gap in service verification, wrong fixation of pay, release of increments, grant of ACP/ MAC without taking into account EOL/ dies-non period etc. are being detected at a very late stage by Pay & Accounts Officer when the service book of the concerned Government Servant who is due to retire on attaining the age of superannuation is sent to them. In many cases, the Pay & Accounts Office advises to rectify the anomalies detected by them and as a result it entails reduction of pay of the employees. Almost all of such affected employees move to the court for remedy and are generally getting favorable orders from courts. Such reduction of pay on the verge of one's retirement can be avoided if the service books of all the employees are periodically verified as per mandatory requirement under FR & SR, GFR and CCS Pension Rules, so that any such anomalies could be detected early.


2. The non-maintenance of service book and not undertaking periodically verification etc. is also resulting in unnecessary Court Cases from the affected serving/ retiring Government Servants. In view of this and with the objective of avoiding delays in processing of Pension Papers of retiring Government Servants, the extant Government instructions on the subject are elaborated in the enclosed Annexure-I for guidance and strict compliance.

3. All the Heads of Office of AIR are therefore advised to strictly adhere to the instructions and the Audit of Service Books and verification of services must be completed by 15.12.2018 in respect of all those employees retiring by 31.12.2019 and a certificate certifying that all service book entries have been made and audit has been completed may be sent to this Directorate positively by 31.12.2018. Those Heads of Office/ DDOs who fail to comply with above instructions will be identified and proceeded against to ensure compliance.

P.T.O.

4. As the maintenance of service book and verification of services of employees is a continuous process and should also be done for subsequent years in time bound manner as per the instructions and the prescribed procedure. A quarterly report in the proforma enclosed as Annexure-II is to be submitted to this Directorate by **10th of April/ July/ October/ January**


16.11.18
(Narendra Sharma)
Dy. Director Admn.
for Director General

1. Heads of All AIR Stations/ Offices.
2. Dy. Director (Pers.), Prasar Bharati Secretariat, New Delhi.
3. Director General, Doordarshan, Mandi House, New Delhi for taking similar action for their network.
4. Director General (News), NSD, AIR, New Delhi.
5. SSW-II, CCW, Soochna Bhawan, New Delhi.
6. All DDAs in DG:AIR and DDO (A), P&D Unit, New Delhi.
7. Section Officers of Admn. Sections, DG:AIR to monitor periodical reports.
8.  Scor Section for uploading on AIRNET.

Important instructions for maintenance of service book and verification of services

- (1). Under SRs 196 and 197, a Service Book in the prescribed form is required to be maintained by the Head of Office for every non-Gazetted Government servant other than those appointed purely against temporary vacancies lasting not more than a year. Consequent on the departmentalization of accounts from 1976, Service Book is to be maintained by the Head of Office for Gazetted Officers also. (In certain cases, maintenance of Service Book and drawl of salary, etc., continue to be handled by the PAOs and the work has not been transferred to the Heads of Offices, e.g., officers covered by the IRLA system of payments.) The Service Book is to be maintained in the form revised in 2008 in duplicate. First copy shall be retained and maintained by the Head of Office.
- (2). The Service Book opened from the date of the first appointment of a Government servant should be kept in the custody of the Head of the Office in which the official is working. On his transfer to another office, the Service Book is also to be transferred to the new office.
- (3). Within one month of the date of appointment, the second copy of the Service Book should be given to the Government servant for safe custody. In January each year, the Government servant shall hand over his copy of the Service Book to his office for updation. The office shall updated and return it to the Government servant within thirty days of its receipt. In case the Government servant lost his copy of the Service Book, it shall be replaced on payment of a sum of Rs. 500/.
- (4). Under SR 199, every step in a Government servant's official career must be recorded in his Service Book and each entry attested by the Head of Office who should ensure that all entries are duly made, and the book contains no erasure or overwriting, all corrections being neatly made and properly attested. In the case of Service Book of the Head of Office himself entries and attestation will be done by the next higher authority. The Heads of Offices are also permitted to delegate the powers to attest the entries in the Service Book to a subordinate Gazetted Officer. (Normally, the Drawing and Disbursing Officers are delegated this power in many of the offices.) Such subordinate officers will not only attest the entries and will also keep the Service Books in their custody. The Head of Office will continue to be responsible for the proper maintenance of and attestation of entries in Service Books and leave accounts and for their custody. (Entries in the Service Book of the subordinate officer concerned will, however be attested by the Head of Office.)

P.T.O.

NK
16.1.18

- (5). The Head of Office is required to scrutinize at least 10 per cent of the Service Books maintained in an office by the authorized subordinate officer, every year, in order to ensure that they are maintained properly and according to instructions.
- (6). The Service Book is required to be shown to the official every year and his signature obtained in token of his perusal. The Government servant will thus have an opportunity to ensure before affixing his signature that his services have duly been verified and certified as such. In the case of Government servant of foreign service, his signature will be obtained in his Service Book after the Pay and Accounts Officer has made necessary entries connected with his foreign service. Under GFR 257, the Head of Office should ensure that verification of services of the Government servants under his control is carried out annually in order to ensure the correctness of the entries with reference to actual facts and record a certificate to that effect.
- (7). In the case of a Government servant transferred to foreign service, no entries pertaining to the period of foreign service should be attested by the departmental officer. At the time of transfer to foreign service, the Service Book will be sent to the Pay and Accounts Officer who will make necessary entries under his signature on such transfer, quoting the order sanctioning the transfer, the effect of the transfer in regard to leave admissible and any other particulars necessary, Similarly, when the official is re-transferred to the department, the entries will be made and signed by the PAO giving all the particulars relating to the period of foreign service including the fact of recovery of leave salary and pension contribution.
- (8). The declarations of Government servants electing the scales of pay and statements showing pay fixation of initial pay in the relevant scales of pay should be pasted in the Service Books themselves in support of the entries made in the Service Books.
- (9). In cases of technical resignation submitted in order to take up an new appointment with permission, the order accepting resignation should clearly indicate that the benefit under Rule 26(2) of CCS (Pension) Rules are admissible. No separate orders are necessary in this regard. The contents of the order accepting resignation should be noted in the Service Book of the individual concerned at the time of his relief and before sending it to the new office.
- (10). Further the following procedure shall be followed in regard to the maintenance of Service Books so as to eliminate any delay in the authorization and payment of pensions:-

NK
16.11.18

- (i) It shall be the responsibility of the officer maintaining the Service Book to make annual verification. It is also his responsibility to verify the services of the Government servants who have completed 25 years of service or left with 5 years before retirement, determine their qualifying service in consultation with the Accounts Officer and to communicate the qualifying service to the officials concerned.
 - (ii) The orders of the Competent Authority, where required on the nature of service, as for example, periods of leave, breaks in service, etc., should be obtained and recorded in the Service Book. The entries made in the Service Book should be shown to the Government servant and his signature obtained in the book.
 - (iii) The orders of the Competent Authority regarding the counting or otherwise of periods of extraordinary leave or periods preceding breaks in service as qualifying for pension should be obtained invariably at the same time as the occasion arises and not later. Such orders should be noted in the Service Book. Unless otherwise shown in the Service Book, it will be presumed that the orders of Competent Authority have been obtained and the periods of extraordinary leave and periods preceding break in service will be counted for pension.
 - (iv) Any omission or lapse on the part of the Administrative Authority to observe the procedure in sub-paras. (i) to (iii) above is likely to result in overpayments such as those consequent on periods of extraordinary leave being allowed for pension and breaks getting automatically condoned. Suitable disciplinary action will be taken in cases where loss has been caused to the Government as a result of lapses on the part of the concerned authorities.
- (11). As per Rule 32 of CCS (Pension) Rules, on completion of 25 years of service or 5 years before the date of retirement, whichever is earlier, verification of services of the Government servant concerned should be completed and a certificate of verification issued to him in the prescribed form (Form No. 24). The Certificate will contain the period of qualifying service determined up to that period. Such verification will be considered as final and will not be reopened except when necessitated by a subsequent change in the rules and order governing the conditions for qualifying service (Hence every care is to be taken to complete the verification as prescribed and ensure its correctness).

Since all these procedures have been prescribed to facilitate quick and correct assessment of pensionary benefits on retirement, due importance is to be given for this work to ensure correctness/ completeness of the entries in the Service Records.

NK
16.11.18
