

No. 6/1/93-RU

From

The Commissioner and Secretary
to Government, Haryana,
Administrative Reforms Department.

To

1. All Heads of Departments,
Commissioners Ambala, Hisar, Gurgaon &
Rohtak Divisions,
All Deputy Commissioners and Sub Divisional
Officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court.

Dated Chandigarh, the 7th February, 1997.

Subject : Non-completion of Service Books—Need to take steps for timely completion to avoid later date completions.

Sir/Madam,

I am directed to refer to the subject cited above and to say that the Service Book is a most important document, which is referred to while giving Increments, Selection Grade, Standard Pay Scale, Crossing of Efficiency Bar, Promotion, Grant of leave and Grant of Pensionary benefits etc., as it contains entries regarding Date of Birth, Date of Entry into Government Service, Increments, Efficiency Bar, Standard Pay Scales, Pay Fixation, Promotion, Confirmation, Reversion, Suspension, Re-instatement, Leave Certificate, Leave Account, Service Verification Certificates etc.

2. The Administrative Reforms Department, during the surprise inspections in the past, has observed that the Controlling Officers/D.D.Os pay little attention to the aspect of completion of Service Books. As a result of this lapse, entries are not recorded immediately after an event occurs and the Service Books, in general, are found incomplete. At the time an employee reaches the retirement age and the pre-retirement exercise is initiated by the department, it is generally found that a number of entries have left out to be made or signed during the past periods. To make the Service Book complete in all respects, it is sent, turn by turn, to all offices where the concerned employee had served during his entire service career. This process takes years, and ultimately the grant of pension and allied benefits to the retiring employees delayed inordinately. This further gives rise to court cases by retired Government Employees, seeking retirement benefits.

3. Keeping in view the above said situation, you are requested to issue the following instructions to the D.D.Os and Controlling Officers, concerned with Completion of Service Books in the Department :—

- (a) The entries with regard to Increments, Efficiency Bar, Standard Pay Scale, Pay Fixation, Promotion, Reversion, Confirmation, Suspension, Re-instatement etc. be got made immediately after the event occurs;
- (b) After close of financial year, they may get all the Service Books checked-up thoroughly and get the left out entries alongwith Service Verification Certificate, made and signed.
- (c) Obtain a certificate from all D.D.Os on 30th April of the year, to the effect that the Service Books of entire staff have been got completed.

4. The receipt of this communication may be acknowledged.

Yours faithfully,

Sd/-

(Ram Nath)

Under Secretary (Admn. Reforms)
for Commissioner and Secretary to Govt., Haryana,
Administrative Reforms Department.