



GOVERNMENT OF KERALA
Abstract

National Pension System- Maintenance and up keeping of Service Book in respect of the State Government Employees who are under the ambit of National Pension System - orders issued.

FINANCE (PENSION - B) DEPARTMENT

G.O.(P).No. 56/2016/Fin.

Dated, Thiruvananthapuram, 29/04/2016

Read: 1) G.O. (P) No.20/2013/Fin dated 07.01.2013
2) G.O. (P) No.136/2013/Fin dated 16/03/2013.

ORDER

1) As per the Government Order read 1st above, National Pension System (NPS) has been made mandatory in the State for all appointments made on or after 01.04.2013. As per the Government order read 2nd above, Rule 1 of the Part III KSRs has been amended in such a way that the entire rules in the Part III KSRs are not applicable to those who are appointed on or after 1st April 2013. Consequent to the said amendment, there are no rules for maintaining the records of service of such Government Employees. Moreover, it has been noticed that there are queries about the matter pertaining to the Service Book of NPS-covered employees from different corners.

2) In the circumstances, Government, after examining the matter in detail, are pleased to order that the existing Service Book, as amended from time to time, shall be continued for the employees who are under the ambit of National Pension System subject to the following conditions and instructions:

(I) A record of service of a Gazetted Government employee will be kept by the Audit Officer in such form as prescribed. When an employee passes from one audit circle to another, a record of his past service should be passed on by the Audit Officer whose circle he leaves to the Audit Officer to whose circle he is transferred.

(II) A Service Book must be maintained for every non-gazetted employee with the following exceptions: -

(a) Employees the particulars of whose service are recorded in a history of services or a service register maintained by an Audit Officer.

(b) Policemen of rank not higher than that of a Head Constable and members of the Fire Subordinate Service of and below the rank of Leading Fireman.

(III) In all cases in which a Service Book is necessary under para 2 (I) above, such a book must be supplied by the employee at his own cost, on 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. The Service book shall not be returned to the employee on the termination of his service by retirement, resignation, dismissal or discharge from service without fault, as the case may be. It shall be retained by the Head of Office in which the employee last served for periods as under -

(i) Service Book of employee who has resigned -
5 years from the date of resignation.

(ii) Service Book of employee who has been removed/dismissed -

(a) 5 years, if no case is pending in any court.

(b) 3 years after final judgement under the normal course of law i.e. the last judgement of the highest court as established by law - where the court has upheld the Governments' decision to remove/dismiss the employee

(iii) Service Book of employees who retire from service/die while in service/have been retrenched - 25 years from the date of retirement/death/retrenchment.

Note. - The Service Book of an employee who has been dismissed and who was afterwards reinstated should, on requisition, be returned to the Head of the Office in which he is re-employed. A similar course should be adopted when an employee has been discharged without fault or resigns and is subsequently re-employed.

(IV) Every step in an employee's official life must be recorded in his/her Service

Book, and each entry must be attested by the Head of his/her Office, or, if he/she himself/herself is the Head of an Office, by his/her 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.

INSTRUCTIONS

1. The entry in the Service book regarding date of birth should indicate on what evidence the date of birth was accepted. The following documents shall be considered as satisfactory proof of date of birth:

(i) In the case of persons who have attended a recognized school/college, the school leaving certificate or an authenticated extract of the admission register of the school or college where the employee last studied.

(ii) In the case of others, an authenticated extract from the birth register or the baptismal register or a certificate issued from a Muslim Jama-at, the correctness of which is certified by a gazetted employee or a certificate by a Magistrate or other well known or trustworthy person in the town or village or original copy of the horoscope, or correspondence at the time of birth, supported by a declaration before the Head of Office or an affidavit of the parent of the person, or a close relative who has knowledge of the approximate date of birth of the person signed before an officer who is competent to administer oath. These documents shall also be accepted in the case of persons who have attended a school/college but whose date of birth cannot be proved by the school or college records by reason of the fact that the relevant records of the school or college have, after due enquiry, been found destroyed.

2. Temporary and officiating promotions, reductions (with reasons), probation, increments, transfers and leave should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills etc., and attested by the Head of the Office. If the Head of the Office has a gazetted assistant, the duty of attesting the entries may be delegated to the assistant. All examinations passed, both general and special, including departmental tests, should be recorded in the Service Book. In respect of

departmental tests, a reference to the part and the date of the Gazette and roll number of the candidate should be recorded.

3. When a non-gazetted employee is transferred, whether permanently or temporarily, from one office to another, necessary entries pertaining to the nature and reason of the transfer should be made in his/her Service Book in the office from which he/she is transferred and the book, after being duly verified to date and attested by the Head of that Office, should be transmitted to the Head of the Office to which the employee has been transferred who will thence forward the book maintained in his/her office. If he/she should find any error or omission in the book on receipt, he/she should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him/her. The Service Book should not be made over to the non-gazetted employee who has been transferred.

4. In the case of temporary officers under the Government of India on deputation to the state government who are subsequently absorbed in the service of the State Government, specific entries should be made in their Service Book at the time of their absorption in the State Service to the effect whether their absorption to the state Service is in the public interest or otherwise.

5. In the case of those who have rendered war service with the permission of Government, the Heads of Office will note under due attestation in the Service Books of the persons concerned that the deputation for war service was under the orders of the Government. The number and date of the order in which permission was granted should also be indicated therein.

Note: Leave of all kinds except casual leave should be recorded in detail by the official entrusted with the preparations of the pay bill of the establishment and the entries verified and attested by the Head of the Office.

(V) Permanent Retirement Accountant Number (PRAN) and nomination details shall be entered.

(VI) 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 attesting officer to see that such entries are promptly made.

INSTRUCTIONS

When an employee is reduced to a lower post, dismissed or removed from service or suspended from employment or when the probation of the employee is terminated, the reason for the reduction, dismissal, removal, suspension or the termination of the probation, as the case may be, should always be briefly stated; Eg: 'Reduced for inefficiency', 'probation terminated on grounds of unfitness' etc. Interruptions in service and leave not counting for pension should specifically be recorded in the service Book. The details of all penalties and rewards should also be recorded in the service Book. In all the above cases the number and date of orders of competent authority should be recorded against the relevant entries in the Service Book along with which copies of the orders should be filed. The Head of Office should make efficient arrangements for these entries being made with regularity. The duty should not be left with the non-gazetted employee concerned.

(VII) Personal certificates of character must not, unless the head of the department so directs, be entered in the Service Book, but, if an employee is reduced to a lower substantive post, the reason of the reduction must be briefly shown.

(VIII) It is the duty of every employee to see that the Service Book is properly maintained as prescribed above in order that there may be no difficulty in verifying his/her service. The Head of the Office should, therefore, permit an employee to examine his/her Service Book should he/she at any time desire to do so.

(i) Each non-gazetted employee may be required to produce an extra copy of blank Service Book at his/her cost. On production of the book, the Head of Office

will make available to the employee the original Service Book for copying the entries in the blank register then and there. The duplicate prepared by the non-gazetted employee will be arranged to be carefully checked with the original and each entry attested by the Head of Office. The words "DUPLICATE COPY" will be recorded in red ink at the top of the first page and attested by the Head of Office or his/her authorized Assistant and, thereafter, it will be handed over to the non-gazetted employee for safe custody. The annual verification of Service Book is made in April every year and the annual report regarding verification is submitted to Government by the Head of Department by the 1st June. The non-gazetted employee may, therefore, make the duplicate copy of the Service Book with him/her up to date by reference to the original at any time after 1st June but before the end of August every year, and get the entries attested by the Head of Office. A certificate to the effect that "the duplicate Service Book has been compared and found to be true and complete copy" should be recorded by the Head of the Office at the time of copying the certificate of annual verification.

(ii) The original Service Book will continue to be the primary record for all official purposes. It is only when the original is lost that reliance will be placed on the entries in the duplicate. Even in such contingency, doubtful entries will be verified to the extent possible with reference to relevant records. A note to this effect will be recorded in the duplicate Service Book and attested by the Head of Office.

(iii) In cases where the entries in the duplicate Service Book have been relied upon for determining the title of the non-gazetted employee to payment of any kind, an undertaking should be obtained from the employee concerned to the effect that he/she agrees to refund any over-payment found to have been made on the basis of entries in the duplicate Service Book.

(iv) The Head of Office is responsible for the safe custody of the original service Book and as such, he/she will ensure against the disappearance, loss or destruction of the Service Book due to carelessness or negligence. Every case of loss of the original Service Book and consequent resort to the duplicate Service

Book for regulating payments etc., should be reported to the Accountant General and the Government with a detailed explanation of the circumstances, and in such cases personal responsibility for the loss of the original service Book will be fixed and where necessary, disciplinary action taken against the employees responsible.

(IX) If an employee is transferred to Foreign service, the Head of his/her Office or department must send his/her Service Book to the Audit Officer. The Audit Officer will return it after noting in it, under his/her 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/she may consider to be necessary. On the employee's retransfer to Government Service, his/her service Book must again be sent to the Audit Officer, who will then note in it over his/her signature, all necessary particulars connected with Foreign service. No entry relating to the time spent in Foreign service be attested by any authority other than the Audit Officer.

(X) In the case of policemen of rank not higher than that of head constable, there must be maintained for each district by the District Superintendent of Police, and in the case of members of the Fire Subordinate service of and below the rank of Leading Fireman in each region, by the Regional Fire Officer, a Service Roll in which the following particulars should be recorded for each person in the constabulary or Fire Force holding substantively a permanent post, and for each person in such constabulary or Fire Force officiating in a post or holding a temporary post:

- (a) The date of his enrolment.
- (b) His village.
- (c) His caste, tribe, date of birth, height and marks of identification when enrolled.
- (d) The rank, which he from time to time holds, his promotions and his reductions or other punishments.
- (e) His absence from duty, with or without leave.
- (f) Interruptions in his service.
- (g) Every other incident in his service.

(h) Permanent Retirement Accountant Number (PRAN) and nomination details.

The Roll must be checked by the order book and the punishment register and every entry in it must be signed by the District Superintendent or the Regional Fire Officer, as the case may be.

(XI) A Service Roll as described above must be maintained for every other class of permanent, temporary or officiating non-gazetted employee for whom no Service Book is necessary.

(XII) Annual Verification - The Service Books and Rolls in each office should be taken up for verification in April of every year by the Head of the Office, who after satisfying himself/herself that the services of the employee concerned are correctly recorded in his/her Service Book or Roll in conformity with the above instructions and that there are no liabilities against the employee during the period, should record therein a certificate in the following words over his signature:- "Services verified up to(date) from(pay bills, acquaintance rolls and similar records to be specified by reference to with the verification was made)".

The Head of Office in recording the annual certificate of verification should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (to be specified). A statement in writing by the employee as well as records of evidence of his/her contemporary employees is attached to the Book or Roll. Head of Offices may delegate the duties imposed upon them to their gazetted assistants, if any. They should, however, inspect at least 10 per cent of the Service Books and Rolls and initial them in token of having done so unless the Government specially fixes a lower percentage in any case.

(XIII) Periodical Inspection: It is the duty of officers inspecting subordinate offices to inspect the Service Books maintained there. They should see that they are maintained up-to-date, that entries are properly made and attested, that

verification has been properly carried out and the necessary statement and evidence secured and verification certificates have been properly recorded by the Head of Office.

By Order of the Governor,
B.SRINIVAS
PRINCIPAL SECRETARY (FINANCE EXPENDITURE)

To

The Director (services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India.
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A&E), Kerala, Thiruvananthapuram.
All Heads of Department.
All Departments and Sections of the Secretariat.
The Director of Treasuries, Thiruvananthapuram.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L).
The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram.
The Registrar, High Court of Kerala, Ernakulam.
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram (with CL).
The Registrar, Universities of Kerala/Kochi/Kozhikode/MG/Kannur (with CL).
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.
The Registrar, Kerala Agricultural University, Vellanikkara.
The Registrar, Kerala Veterinary and Animal Sciences University, wayanad (with CL).
The Registrar, Sree Sankara Sanskrit University, Kalady (With CL).
The Registrar, Kerala university of Health and Allied sciences, Thrissur (With CL).
The Registrar, Fisheries University, Ernakulam (With CL).
The Secretary, Ombudsman for Local Self Government Institutions, Thiruvananthapuram.
The Advocate General, Kerala, Ernakulam (With CL).
The Secretary, Kerala State Electricity Board, Thiruvananthapuram.
The Additional Secretary to the Chief Secretary to Government.
All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries /Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to Government.
The Secretary to Governor, Raj Bhavan, Thiruvananthapuram.
The Private Secretary to the Speaker/Deputy Speaker of the Kerala Legislative Assembly.
The Secretary, Kerala State Human Rights Commission, Thiruvananthapuram.
The Secretary, Kerala State Women's Commission, Thiruvananthapuram.
The Private Secretaries to the Chief Minister and other Ministers.
The Private Secretary to the Leader of Opposition.
The State Election Commissioner, Kerala, Thiruvananthapuram.
The Chief Information Commissioner, Kerala, Thiruvananthapuram (With CL).
The General Administration (S C) Department.
The Finance (Budget Wing A/B) Department.

All District Treasury Officers/Sub Treasury Officers.
The Director, Information and Public Relations, Thiruvananthapuram.
The Nodal Officer, www.finance.kerala.gov.in.
Stock File/Office Copy.

Forwarded/By Order

A handwritten signature in black ink, appearing to be the initials 'MB' or similar, written in a cursive style.

Section Officer