

Service Book

1. A Service Book is a contemporary record in minute detail of a person's official career.
2. It should be maintained for every Government servant including gazetted officers except in cases where they are recruited for purely temporary vacancies which are not likely to last for more than a year and are not eligible for permanency.
3. Service Book must be maintained for a Government servant from the date of his initial appointment to Government service.

4. Service Books of gazetted officers must be opened and maintained by the AHoDs while the Service Books of the non-gazetted employees must be opened and maintained by the HoDs.
5. Every step in a Government servant's official career must be recorded in his Service Book and each entry must be attested by the Head of Office, or, if he himself is the Head of Office, by his superior.
6. The entries in the Service Books must be attested and should not contain erasure or overwriting. All corrections should be neatly made and properly attested.

7. In relaxation of the provision of S.R. 199, the Heads of the Offices are permitted to delegate to subordinate gazetted officers under them powers to attest entries in the Service Books of all officers (except their own Service Books) for the maintenance of which the Heads of Offices are responsible.

8. The subordinate gazetted officers who are delegated the powers to attest entries in the Service Books are also authorized to:
 - i. Keep the Service Books in their custody.
 - ii. Attest entries in the leave accounts.

However, the Head of office concerned remains responsible for the proper maintenance and custody of the Service Books. He should scrutinize at least 10% of the Service Books every year and initial the same in token of having done so.

9. The Service Books should contain the following entries:

- i. Initial appointment (Name of post, Pay Level, effective date of appointment, etc).
- ii. Photo.
- iii. Date of Birth.
- iv. GPF/NPS number.
- v. Service Code (PIMS) on the first page.
- vi. All transfers and postings/Deputations.
- vii. Promotions/Financial Benefits under ACP/MACP Schemes.
- viii. Details of pay fixations.
- ix. Confirmation of service.
- x. Certificate of annual verification of service.
- xi. Family details.
- xii. Nominations for GIS/DCRG, etc.
- xiii. Leave Account.
- xiv. Certificate of Medical Fitness obtained at the time of entry in Government service.
- xv. Periods of suspension/interruptions in service with details of the duration of such suspension/interruption.

- **References/Relevant Rules:**

- 1. S.R. 196 to 203**

- 2. P&AR OM NO. AR-3/Gen-175/2007 dated 4.5.2021**

Thank You