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INDIAN COUNCIL OF
MEDICAL RESEARCH
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भारतीय चिकित्सा अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.-16/12/2020-Admn.II

Date : 31.01.2020

Office Memorandum

Subject :- Instructions for Maintenance of Service Book-

Sir/Madam,

It is observed when employees are transferred from one place to another on promotion, direct recruitment or LDCE, service book are being opened afresh which is in contravention of Govt. of India orders/Instruction regarding maintenance of Service Book. The following instructions may be followed based on Para 118 to 122 of the General Financial Rules read with Fundamental and Supplementary Rules 197 to 205 and Articles 188 and 189 of the Audit Code

1. A Service Book must be opened for every Government servant on his first entry into Government service, to maintain a complete and authentic record of his/her service career.
2. The Service Book should be maintained in duplicate and kept in the custody of the Head of the Office in which the Government servant is serving and transferred from one place to another. For the sake of reference, the original Service Book should be made use of and the duplicate copy should be kept up-to-date in record and taken out only when it may be absolutely necessary to do so, such as for making entries corresponding to those made in the original Service Book or in the event of loss or misplacement of the original Service Book.
3. It is the duty of the Head of the Office that all entries in the Service Book are promptly made and duly attested by the Authorized Officer. It is the duty of the Government Servant also to see that his Service Book is being properly maintained in accordance with the rules. The Head of the Office should ensure that every Government Servant is given opportunity to examine his service book every year and satisfy about the correctness of the entries made in his Service Book. In token of this scrutiny and acceptance of the entries made in the Service Book the Government Servant should sign his name in token to ensuring correctness of entries in the column provide in the Service Book and his/her endorsed as evidence by the Attesting Officer.
4. No erasure or overwriting of an entry once made is allowed. In case of any entry made underneath it should be duly attested by the Competent Authority (full sign and date).
5. At the time of transfer of the Government servant from one office to another, the Head of the Office or the Attesting Officer under whom he/she was originally working should record the certificate of verification of his/her service with reference to his/her service records and pay bill register, for the whole period during which he/she remained employed under him. After that the service book should be forwarded to the office where the Government servant is transferred.



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Keeping in view such clear instructions/rules/guidelines about maintenance of single service book for the entire career of an employee, all Directors of ICMR Institutes/Centres, Hqrs. office, Sr. Administrative Officers/Administrative Officers are requested to ensure and comply with the rules in relation to maintenance of a single service book during the entire career of an employee in letter and spirit. Wherever fresh service book were opened in any Institute the same shall be closed forthwith after receipt of the original service book from the earlier office/Institute and making all the entries in the original service book (received from previous office). Any violation of these instructions will be viewed seriously and personal responsibility will be fixed on such Head of Office for opening/continuing to maintain new service book even after receipt of these instructions.

Yours faithfully,

(Agnes Xalxo)

Deputy Director General (Admn.)

To
The Directors/Directors-in-Charge
Of all ICMR Institutes/Centres

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