



Personnel and Administrative
Reforms (FR-III) Department,
Secretariat,
Chennai-600 009.

Letter No.18522 /FR-3(2)/2015 -1, dated 21.05.2015

From

Tmt. Anita Praveen, I.A.S.,
Principal Secretary to Government (Training).

To

All Secretaries to Government, Chennai-9.
All Departments of Secretariat, Chennai-9.
All Heads of Departments including District Collectors / District Judges /
District Magistrates.
The Secretary, Tamil Nadu Public Service Commission, Chennai-104.
The Registrar General, High Court of Madras, Chennai-104.
The Registrar, Madurai Bench, High Court of Madras, Madurai.
The Works Manager, Government Central Press, Chennai-79.
The Director of Stationery and Printing, Chennai - 99.
The Personnel and Administrative Reforms (AR-II) Department, Chennai-9,
(to publish in the internet / intranet) - (with Annexure).

Sir,

Sub: Fundamental Rules – Maintenance of Service Registers –
Entries in the Service Book – Standard Formats – Prescribed –
General Guidelines – Issued.

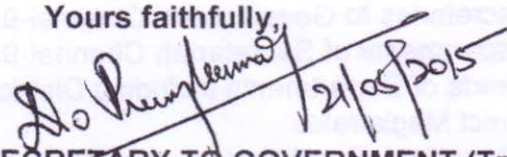
As per the Fundamental Rules 74(iv) and rule 6 under Part-III of Annexure-II in Appendix-1 of the Fundamental Rules, the appropriate authorities have to maintain the Service Book in respect of each and every Government Servants. It has been prescribed therein, among others, that in the Service Book, **every step in a Government Servant's official life, such as temporary and officiating appointments, including promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken, should be regularly and concurrently recorded**, each entry being duly verified with reference to the Departmental orders, pay bills, leave statements and attested by the Head of the office.

2. However, while checking the entries made in various Service Books regarding fixation of pay, it is found that in many cases, the entries are not in chronological order, in some cases they are insufficient and in some cases there are two different pay fixation entries for same day without cancelling / superseding the earlier entries, etc. Such things make unnecessary delay in offering remarks on the request of the individual / proposal of the departments as the case may be and also to audit parties during their audit. To avoid unnecessary delay in passing orders by the competent authorities on the requests of the individuals regarding fixation of pay / regulating their pay, etc., it is felt necessary that the entries made in the Service Book should be neat, clear and sufficient, by all means.

3. As there is no uniformity in making entries in the Service Books among the various departmental authorities, the following standard formats are prescribed with regard to 'Maintenance of Service Registers' in accordance with Rule 74(iv) and rule 6 under Part-III of Annexure-II in Appendix-I of the Fundamental Rules, so as to maintain the records of service, in full.

4. All the competent authorities in various Government Departments are directed to maintain the entries in the Service Books of the individuals under their control, in the prescribed standard format annexed to this guidelines, for effective maintenance of Records of Service, uniformly in all the Government Departments, including Secretariat Departments.

Yours faithfully,



for PRINCIPAL SECRETARY TO GOVERNMENT (Training)

21/5/15

Copy to :

The Private Secretary to Principal Secretary to Government, Personnel and Administrative Reforms (Training) Department, Chennai-9.

The Private Secretary to Principal Secretary to Government, Personnel and Administrative Reforms Department, Chennai-9.

All Sections / All Officers in Personnel and Administrative Reforms Department, Chennai-9. SF/SC.

ANNEXURE

Draft Model Service Book Entry Format

I. 'Appointment' Entry:-

Thiru. / Tmt. / Selvi., is appointed regularly / temporarily under rule of General Rule/Special Rules, in/to the post of included in the (service in which the post is included) in the pay scale / pay band with grade pay of Pay Band - Rs. (min...)+(max...)+ Grade Pay Rs.()/- (by direct recruitment [through TNSPC / TRB etc.] / on promotion / by recruitment by transfer etc.) with effect from the forenoon of / afternoon of and he/she has joined duty in the above said post on FN / AN.

[Vide proceedings No. Dated of (issuing authority).]

II. 'Appointment to post on outside regular line' entry:-

Thiru. / Tmt. / Selvi. (Name and designation of old post and station), is appointed as (the name of the post in which he/she is appointed) included in the (service in which the post is included) in the pay scale / pay band with grade pay of Pay Band - Rs. (min...)+(max...)+ Grade Pay Rs.()/- which is out side his/her regular line post, under rule..... of (special rules of the post), (by recruitment by transfer or on deputation) with effect from the forenoon of / afternoon of on tenure basis for a period of years and he/she has joined duty in the above said post on FN / AN. He/she is eligible / not eligible for fixation of pay under rule (relevant rule).

[Vide proceedings No. Dated of (issuing authority).]

III. 'Appointment on deputation to foreign service' entry:-

Thiru. / Tmt. / Selvi. (Name and designation of old post and station), is appointed as (the name of the post in which he/she is appointed) included in the (service in which the post is included in foreign service) in the pay scale / pay band with grade pay of Pay Band - Rs. (min...)+(max...)+ Grade Pay Rs.()/- on deputation to foreign service with effect from the forenoon of / afternoon of for a period of years and he has joined duty in the above said post onFN / AN.

[Vide proceedings No. Dated of (issuing authority).]

IV. 'Appointment on contract basis' entry:-

Thiru. / Tmt. / Selvi. (Name), is appointed as (the name of the post in which he/she is appointed) included in the (service in which the post is included) on contract basis with effect from the forenoon of / afternoon of for a period of years and he/she has joined duty in the above said post onFN / AN. He/she will be paid with a consolidated monthly emoluments of Rs./- . The other terms and conditions are as follows:-

"....." (to be entered as per the orders of the appointing authority)

[Vide proceedings No. Dated of (issuing authority).]

V. 'Re-appointment on reversion to a post / parent department' entry:-

On reversion from the post of (...post & department from which he was reverted...) Thiru. / Tmt. / Selvi., is re-appointed in/to the post of included in the (service in which the post is included) in the

