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Memorandum

No.341/CR.51-I(iii) Bhopal, dated the 12 Magha, 1888
1st Feb. 1967.

To

All Departments of Government,
the President, B&R,
All Commissioners of Divisions,
All Heads of Departments,
All Collectors,
MADHYA PRADESH.

Subject :- Re-construction of Service Book.

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Detailed instructions regarding the maintenance, custody and disposal etc. of Service Books of non-gazetted government servants are contained in supplementary Rules 29 to 34 under Fundamental Rule 74(a). Despite these clear instructions Government regret to note that Service Books are not only not properly maintained by Heads of offices but are sometimes found missing. It has also been noticed that after it is found that a service book is missing no prompt action is taken by the Head of office to get the service book reconstructed with the result that claims of the Government servant regarding leave, promotion, increment, pension etc. remain pending for a long time with his fault. Government take a serious view of such cases as it is highly objectionable to keep claims of Govt. servants pending indefinitely.

Accordingly the State Government are pleased to issue the following instructions in connection with the re-construction of service books:-

(i) At the initial stage all efforts should be made to find out details of the service of the Government servant from the record such as personal file, office copies of pay bills, acquittance rolls etc. available with the departments where the Government servant has served. When they cannot be traced out from the available records some responsible person should be deputed to the Audit office and efforts made to find out the details of service from the record available with that Office. The entries of Service Book so re-constructed should then be attested by the Head of office concerned and the following certificate recorded in the Service Book:- " Service From..... to.....verified from..... and found to agree."

(ii) Where the record is neither available with the Department of State Government nor Audit Office and it is found difficult to follow the procedure as laid down in sub-para (i) above, the Government servant concerned should be asked to submit collateral evidence or Court affidavit duly completed in terms of the provisions contained in Article 915 of Civil Service Regulations

Volume I and Finance Department's memo No. 2522-R-2188-IV-R-11-65 dated the 16th October, 1965. On the basis of such collateral evidence or Court affidavit, Service Book may be reconstructed under proper attestation by departmental heads. The Certificate of verification of service as mentioned above may also be recorded in the Service Book by the head of department concerned.

//these 3. Government desire that steps should be taken to ensure that // instructions are scrupulously followed by all concerned under your administrative control. Reconstruction of service books should be treated as top priority whenever such reconstruction becomes necessary.

By order and in the name of
the Governor of Madhya Pradesh

M.L. Chopra

(M.L. Chopra)

Deputy Secretary to Government
Madhya Pradesh,
General Administration Department

No. 342-CR.51-II(iii) Bhopal, dated the 12 Magha, 1888
1st Feb. 1967.

Copy forwarded to :-

- i) the Registrar, High Court of M.P. Jabalpur,
the Secretary, Public Service Commission, Indore
the Secretary, State Vigilance Commission, M.P.

- ii) the Secretary/Military Secretary to the Governor
the Secretary, Vidhan Sabha Sachivalaya, M.P. Bhopal

- iii) the Private Secretaries to the Chief Minister/Ministers
Ministers of State.

- iv) the Establishment Officer/Accounts Officer, Registrar,
M.P. Secretariat.

- v) the Accountant General, Madhya Pradesh, Gwalior, for
information.

M.L. Chopra

DEPUTY SECRETARY.

M.L. Chopra
AP/1.2.67