



FINANCE (FR.II) DEPARTMENT

(Admn)

Manager-
Accounts

2012
Supdt.,

Circular Memo. No.8388/515/FR.II/2011-2

Dt. 20-1

Sub: Public Services – Verification of Service Registers by the Head of the Office – Further instructions – Issued.

Ref: Lr. D.O. No. PM/II/2011-12/11396, dt. 19-8-2011 of the Principal Accountant General (A&E), Hyderabad.

The officers noted in the address entry are informed that Fundamental Rules in Annexure-II, Part-III, stipulate that Service Books should be verified in April every year by the Head of the Office. Further, to ensure that there is no unverified portion of service, it has been specifically stipulated that the certificate recorded in support of such verification should cover the entire period of service upto such verification, and not just the period for which the verification falls due.

2. It is regretted that few Heads of the Offices are following these instructions. Consequently, when Accountant General's office verifies the Service Books at the time of authorizing pension to the Government servant, major errors of pay fixation during the service of the Pensioner which had resulted in large over payments are often detected.

3. The following Instructions under Annexure-II – Part-III – Maintenance of Records of Service Gazetted Government Servants; of Andhra Pradesh Fundamental Rules and subsidiary Rules are reiterated:-

“12. 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 that the services of the government servant concerned are correctly recorded in his service book or roll in conformity with the above instructions, should record therein a certificate that the services are verified from pay bills. The Head of the 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 a statement in writing by the Government servant as well as a record the evidence of his contemporary employees is attached to the book or roll. Head of offices will 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 fix a lower percentage in any case.

Note: The verification of service referred to above should be in respect of all service qualifying for pension whether permanent, provisional, temporary or officiating.”

4. As per Instruction No.2 under Annexure-II -Part-III - Annual Attestation of Service Books/Rolls: -

“It shall be the duty of every Head of the office to initiate action to show the service books/rolls to Government servants under his administrative control every year and to obtain their signature therein in token of their having inspected the service books/rolls. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September. All Heads of Offices should issue notices to all the government servants under their control to get personally their service books/rolls verified and brought up-to-date. The Government servants shall inter-alia ensure before affixing their signature that their service have been duly verified and certified as such. In the case of a government servant on foreign service his signature shall be obtained in his service book/rolls after the Head of the Department has made therein necessary entries connected with his foreign service.”

5. Government suffers considerable losses in cases of wrong fixation in view of the above position.

6. All Departments of secretariat and Heads of Departments were directed in the reference 2nd cited to strictly follow the above instructions every year and Head of the Office/D.D.O. should complete this exercise between April & June of that year.

7. Therefore, the officers noted in the address entry are instructed not to pay salary of any employee for July unless the Head of the Office/DDO submits a Certificate that the annual verification of service of the individual has been completed and accordingly endorsed in the Service Book.

RANJEEV R. ACHARYA
PRINCIPAL SECRETARY TO GOVT. (FP)

To
The Director of Treasuries & Accounts,
A.P., Hyderabad.

The Pay and Accounts Officer,
Hyderabad.

The Director of Works Accounts,
Hyderabad.

Copy to:

The Principal Accountant General (A&E),
A.P., Hyderabad.

cc/ Director of Works Accounts
A.P., Hyderabad

EC-1 NO. DWA/HYD/S-1/EC-3/2011-12/22

dt=28-01-2012

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PAO/APAOs for information and necessary
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and n/w

// Forwarded :: By Order //

[Handwritten signatures and stamps]
Director of Works Accounts
A.P., Hyderabad