

e-File No.:M-11012/44/2024-O/o US(ARW)
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, 18-06-2024

CIRCULAR

Sub: ARW-Maintenance of Service Books-Arrangements for inspection of Service Books by Government Servants-Reg.

Of late, it has been brought to the notice of the Administrative Reforms Wing inter-alia during the review meeting conducted on disposal of pending grievances received through CPGRAMS online portal, that many of the Government servants seek redressal of their grievances which were caused due to non-maintenance/non-updation of their Service Books and in some cases missing of Service Books.

2. In this regard, the content as contemplated under S.R.202 of FRSR is highlighted for the information of the Head of the Departments/Heads of Offices which runs as follows:-

"It shall be the duty of every Head of Office to initiate action to show the Service Books to the Government servants under his administrative control every year and to obtain their signature therein in token of their having inspected the Service Books. A certificate to the effect that he has done so in respect to the preceding financial year should be submitted by him to his next superior officer by the end of every September."

3. In view of the above and in order to curtail such grievances in future, all Heads of the Departments/Heads of Offices are requested to maintain the Service Books of their employees properly with periodical updation and also to make necessary arrangements for inspection of Service Books by the individual Government servant every year. Appropriate circular may be issued in this regard, to all the Government servants under their control and furnish compliance report to the Administrative Reforms Wing.

/By Order/

N. UDAYAKUMAR
UNDER SECRETARY

To

1. All Heads of Departments/Offices.
2. The Heads of Public Sector Undertakings/Autonomous organizations/Local Bodies.