



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.

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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,

*Do Prabhakaran*  
21/05/2015

for PRINCIPAL SECRETARY TO GOVERNMENT (Training)

*u/s*  
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 on .....FN / 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 on .....FN / 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

pay scale / pay band with grade pay of Pay Band - Rs. (min...)+(max...)+ Grade Pay Rs.( )/- 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).]

**VI. 'Regularisation' entry:-**

Under rule ..... of General Rule / ...(name of the special rules)..., the services of Thiru. / Tmt. / Selvi. ...., are regularized in the post of ..... included in the (service in which the post is included) with effect from the forenoon / afternoon of ..... No relaxation of rule is involved in this regard.

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

**VII. 'Completion of probation' entry:-**

Under rule ..... of General Rule / (...name of the special rules...), Thiru. / Tmt. / Selvi. ...., who has been appointed in the post of ..... included in the (...service in which the post is included...), has completed his / her period of probation of .... Years satisfactorily with effect from the date of ..... FN / AN. No relaxation of rule is involved in this regard.

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

**Note:** *In all the above cases (I to VII), if any relaxation of rule is involved for appointment / regularization / declaring probation etc., then the rule (s) which is/are relaxed in favour of the individual and the date of monetary effect if any ordered, shall be entered clearly in the Service Book, immediately below the paragraph concerned without any omission. – This entry is required to find the date from which the monetary benefit has to be given to the individual.*

**VIII. 'Appointment on transfer' entry:-**

The individual is on transfer from (...old station name...) is appointed as (...name of the post...) w.e.f. the forenoon / afternoon of date and he joined in the above said post on the forenoon / afternoon of (date) after availing joining time of ..... Days. The unavailed period of joining time is ..... days.

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

**IX. 'Relieving' entry:-**

The individual is relieved off from the post of ....., on the forenoon / afternoon of ..... so as to take up his appointment as (...name of new post ...) at the office of ..... (by direct recruitment / by transfer / on promotion / by recruitment by transfer / on deputation /, on other duty outside his regular line)\*\*. [\*\* strike off whichever is not applicable.]

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

**X. 'Increment' entry:-**

A sum of Rs. ..../- is sanctioned as increment w.e.f. .... The basic pay will be Rs. ..../- i.e., Rs. (...new pay..) + Rs(...Grade Pay..) in the pay band of Rs. (min...)+(max...)+ Grade Pay Rs.( )/-.

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

**XI. 'Advance increment' entry:-**

A sum of Rs. .... /- is sanctioned as advance increment to the individual for passing the .....test w.e.f., ..... The basic pay will be Rs. ..../- i.e., Rs. (...pay..) + Rs (.....) in the pay band of Rs. (min...)+(max...)+ Grade Pay Rs.( )/-.

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

**XII. Special pay / special allowance / personal pay / compensatory allowances if any**, is sanctioned with reference to any specific Government orders, then the same may be entered as follows:-

'A sum of Rs. ..../- is sanctioned as special pay / special allowance / personal pay / compensatory allowance to the individual w.e.f. .... as per the orders of Government in G.O. Ms. No. ...., (Department's name), dated ..... till he holds the post of .....

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

**Note –** *Sanction of these special pay / special allowance / personal pay / compensatory allowance shall be entered along with every increment entry also, so that its continuance shall be ensured correctly. The dispensing of such amount shall also be entered specifically w.e.f., the date on which it is dispensed with.*

**XIII. Indicating entry for canceling / modifying an earlier**

**order:-**

Model existing entry:

**INDICATION**

~~'The pay of the individual is re-fixed at Rs. 6900/- w.e.f. 1.9.2000 in the scale of pay of Rs. 6500 – 200 – 10,500/- on par with his junior.'~~



Pl. see pages .... / SB vol. I / II for revised / modified pay fixation entry – (This entry may be made with Red ink).

~~'EL sanctioned for 51 days from 1.2.2011.'~~



Pl. see pages .... / SB vol. I / II for revised / modified leave entry – (This entry may be made with Red ink).

**XIV. 'Fixation of pay on par with his junior' entry:-**

The pay of Thiru / Tmt. / Selvi. .... is re-fixed at Rs. ..../- in the post of (...post name...) in (...service..) in the pay band + grade pay of Rs. (...pay...) + Rs. (...Grade Pay....) under rule .... (relevant rule) w.e.f., ..... FN / AN. (notional / monetary effect shall be indicated clearly) on par with his/her junior Thiru. / Tmt. / Selvi. (.....name, designation & department....)

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

**XV. 'Sanction of leave' entry:-**

The individual is sanctioned with Earned Leave / Earned Leave on Medical Certificate / Unearned Leave on Medical Certificate / Unearned Leave on Private Affairs / Extra ordinary leave with Medical Certificate / Extra ordinary leave without Medical Certificate / Study leave, for a period of .... days w.e.f., ..... to .....

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

**XVI. 'Regulation of Study leave' entry:-**

The Study leave sanctioned to the individual for .... Days from ..... to ....., is regulated as duty / non-duty.

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

**XVII. 'Regulation of Unauthorized absence' entry:-**

The period of unauthorized absence from ..... to ..... are regulated as follows:-

Earned Leave - from ..... to ..... - Total ..... days



Unearned Leave on Private Affairs - from ..... to ..... - Total .....  
days

\*Extraordinary Leave with / without Medical Certificate - from ..... to  
..... - Total ..... days

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

**XVIII. 'Regulation of Suspension' entry:-**

The period of suspension from ..... to ..... are regulated as follows:-

(i) Earned Leave - from ..... to ..... - Total ..... days

(ii) UEL on PA - from ..... to ..... - Total ..... days

(iii) \* Extraordinary Leave with / without Medical Certificate" - from ..... to  
..... - Total ..... days

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

**XIX. All the above entries and other entries** regarding acquisition / possession of higher qualifications, completion of training / departmental tests, sanction of allowances if any, permission granted under Tamil Nadu Government Servants' Conduct Rules, 1973, sanction of loans and advances, entries regarding suspension / revocation of suspension / punishment / modified punishment, etc., **are to be made one after another in a chronological order / sequence, from the date of his appointment.**

**XX.** As all the above entries are very much required for fixation of pay / regulating pay of a Government servant, the signing authority should ensure that the entries are legible and readable clearly, before signing / authorizing the entry. Over-writing should be avoided and the entries should be precise and concise.

XXI. All the authorities should ensure that the entries are made only by handwritten and the copies of the orders **should not be affixed** in the Service Book, since which may, on later date, be replaced by affixing another copy over it, results in tampering of records.

**ANITA PRAVEEN**  
**PRINCIPAL SECRETARY TO GOVERNMENT (Training)**

/True Copy/

*[Handwritten Signature]*  
Section Officer  
*[Handwritten Date]* 21/08/2015  
*[Handwritten Initials]* 21/5/15