

**THE HARYANA CIVIL SERVICES RULES
VOLUME I
PART – I
CHAPTER XII.- Record of Service**

Existing Rules	Modified Rules	Remarks
CHAPTER XII.- Record of Service	CHAPTER XII.- Record of Service	
GAZETTED GOVERNEMENT EMPLOYEES.	Omitted.	The distinction between non-gazetted and gazetted removed for maintenance of service book.
12.1. A record of service of a Gazetted Government employee shall be maintained in the form ATC. 3A by the head of department /office in which he is employed.	12.1 (1). A record of service of a Government employee shall be maintained in the Form ATC- 4 contained in Appendix 11 of Civil Service Rules, Volume I, Part-II. The leave account of the Government employee shall also be maintained in Form C.S.R. 16 (see rule 8.50). These two documents in a single binding shall be termed as "Service Book". The service book of the Government employee shall be maintained by the Head of Office in which he is employed.	Changed as per requirement and same type of Service book to be maintained for gazetted and non-gazetted employees .
	(2). When an employee is transferred from one office to another office or from one department to another department, the head of the office from which he is transferred should complete the leave account and make other entries in the service book upto the date of transfer and send the service book to the Head of the office to which the Government employee is transferred. The service record of the transferred employee shall be maintained further by that office.	Inserted as per requirement
NON - GAZETTED GOVERNMENT EMPLOYEES	Omitted.	As above.
Service Books	Omitted.	
12.2. A service book in the form prescribed by the Comptroller and Auditor-General in Article 188 of Audit Code (reproduced in Part II of Appendix II) must be maintained for every non-gazetted Government employee holding a substantive post on a permanent, establishment, or officiating in post or holding a temporary post with the following exceptions :-	12.2. Omitted.	Deleted being redundant.

(a) Government employees the particulars of whose service are recorded in a history of services or a service register maintained by the audit officer;	(a) Omitted.	As above.
(b) Government employees officiating in post or holding temporary posts, who are recruited for permanent, temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointments;	(b) Omitted.	As above.
(c) Police Officer of rank not higher than that of head constable.	(c) Omitted.	Deleted being redundant.
12.3. In all cases in which a service book is necessary under rule 12.2 such a book must be supplied for the Government employee by the Government at its own cost on his first appointment to Government service. It must be kept in the custody of the head of the office in which he is serving and transferred with him from office to office but should not be made over to him nor should it be given to him when proceeding on leave. When a non-gazetted Government employee officiates in a gazetted post the service book should be kept by the head of the office to which he permanently belongs, but when he is confirmed in such a post the service book should be forwarded to the Accountant-General for record. It should not be returned to the Government employee on retirement, resignation or discharge from service even in cases where he might have paid for it already.	12.3. The service book shall be maintained for a Government employee from the date of his first appointment to Government service and shall be supplied by the Government at its own cost. It must be kept in the safe custody of Head of Office in which he is serving and transferred with him from office to office. The Government employee shall be entitled to have a photocopy of service book duly attested, on quitting Government service by retirement, discharge or resignation, on payment of a copying fee of Rs. 100/-. He shall also be at liberty to have a photocopy of service book duly attested after putting every ten years of service on payment of a copying fee of Rs. 20/- for his personal record.	Modified as per present requirement.
Note.—A certified copy of a service book may be supplied to the Government employees who asks for it on quitting Government service by retirement, discharge of registration, on payment of a copying fee of Rs. 5.	Note.—Omitted.	Incorporated in main rule.

12.4. Every step in a Government employees official life must be recorded in his service book, and each entry must be attested by the head of his office or, if he himself is the head of an office , by his immediate superior. The head of the office must see that all entries are duly made and attested, and that the book contains no erasure or over writing, all corrections being neatly made and properly attested.	12.4. Every step in a Government employees official life must be recorded in his service book, and each entry must be attested by the head of his office or, if he himself is the head of an office, by his immediate superior. The head of the office must see that all entries are duly made and attested, and that the book contains no erasure or over writing, all corrections being neatly made and properly attested.	No change.
Note 1.- The head of an office may authorize any gazetted Government employee serving under him to attest entries in the service book of a non-gazetted Government employee. This will not, however, relieve the head of the office of his responsibility for the accuracy of the entries so attested.	Note 1.- The head of an office may authorize any gazetted Government employee serving under him to attest entries in the service book of a Government employee. This will not, however, relieve the head of the office of his responsibility for the accuracy of the entries so attested.	The word "non-gazetted" deleted.
Note 2.- The Executive Engineers of Public Works Department, Irrigation Branch may authorize, a non-gazetted , Sun-Divisional Officer as well , if serving under him at the head quarters of the Divisions, to attest entries in the Service Book on his behalf, provided the non-gazetted sub-Divisional Officer so authorized has rendered 5 years Service as Sub-Divisional Officer alone i.e. exclusive of service rendered as Junior Engineer.	Note 2.- Omitted.	Deleted being redundant.
12.5. Omitted.	12.5. Omitted.	
12.6. Every period of suspension from employment and every other interruption in service should be noted with full details of its duration , by an entry written across the page and attested by the Head of Office or other Attesting Officer. The Attesting Officer should take efficient measures to see that those entries are made with regularity . The duty should not be left to the non-gazetted officer concerned.	12.6. Every period of suspension from employment and every other interruption in service should be noted with full details of its duration, by an entry written across the page in red ink and attested by the Head of Office or other attesting officer. The attesting officer should take efficient measures to see that all the entries are made with regularity .	Minor changes and last line deleted being redundant.

<p>12.7. Personal certificates of character must not unless the head of the department so directs, be entered in a service book , but if a Government employee is reduced to a lower substantive post, the cause of the reduction should always be briefly stated thus “ Reduction for inefficiency , “ Reduction owing to revision of establishment”. etc.</p>	<p>12.7. Personal certificates of character must not unless the head of the department so directs, be entered in a service book , but if a Government employee is reduced to a lower post, the cause of the reduction should always be briefly stated thus “ Reduction for inefficiency , “ Reduction owing to revision of establishment”. etc. This entry shall be made in red ink.</p>	<p>No change.</p>
<p>12.8. It is the duty of every Government employee to see that his service book is properly maintained as prescribed in rule 12.4 in order that there may be no difficulty in verifying his service for pension. The head of the office should therefore, permit a Government employee to examine his service book should he at any time, desire to do so.</p>	<p>12.8. It is the duty of every Government employee to see that his service book is properly maintained as prescribed in rule 12.4 in order that there may be no difficulty in verifying his service for pension. It shall be the duty of head of office to initiate action to show the service book(s) to the Government employee every year and to obtain his signature therein in token of his having inspected the service book(s). The Government employee shall inter-alia ensure before affixing his signature that his services have been duly verified and certified as such.</p>	<p>Modified as per provisions in GOI SR 202.</p>
<p>12.9. If the Government employee is transferred to foreign service, the head of office or department must send his service, book to the Accountant –General who will return it after noting therein, over the signature of a Gazetted Officer, the orders sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which the Accountant-General may consider to be necessary in connection with the transfer. On the Government employee’s retransfer to Government service his service book should again be sent to the Accountant-General , who will have noted in it, over the signature of a Gazetted Officer, all necessary particulars concerned with the foreign service including the fact of recovery of leave and pension contributions. No entry relating to time spent in foreign service may be attested by any authority other than the Officer of the Audit Department.</p>	<p>12.9(1). If the Government employee is transferred to foreign service, the head of office shall send his service book after recording the necessary entries of foreign service, to the concerned office in which he has been employed on his foreign service. Every step of Government employee’s official life in foreign service shall be recorded in his service book, and be attested by the head of that office. The Head of Department, on repatriation of Government employee to the parent department, shall check all the entries recorded in service book during foreign service for correctness. The Head of department shall also record a certificate in service book regarding total period of foreign service and recovery of leave salary contribution and pension contribution from the foreign employer at correct rates.</p>	<p>Modified according to the present requirement as no leave salary and pension contribution is being maintained by A.G.</p>

	(2). When an employee is transferred permanently to another Government, the head of the office from which he is transferred should complete the leave account and make other entries in the service book upto the date of permanent transfer and send the service book to the Head of the office of the Government to which the Government employee is transferred.	Incorporated from rule 23 of Appendix 11 of CSR Vol -I Pt. II
Service Rolls	Omitted.	
12.10. In the case of a Police Officer of rank not higher than Head Constable, these should be maintained for each district by the Superintendent of Police, a Service Roll in English in which should be recorded the date of enrolment of each man in the constabulary, his caste, tribe, village, age, height and marks of identification; his rank, promotion, reduction or other punishment; his absence from duty on leave or without leave, the interruption in his service; and every other incidence in his service which may involve forfeiture of a portion of his service, or affect the amount of his pension.	12.10: Omitted.	Deleted being redundant.
The rolls should be checked up by the roll maintained in a language other than the English and Order Book and the punishment register and every entry in it should be signed by the Superintendent of Police.	Omitted.	As above.
	12.11. (a) In case the service book of a Government employee has been misplaced and is not traceable after putting all diligent efforts, the matter shall be reported immediately to the Head of the Department. The Head of Department shall arrange to recast the record of service of such Government employee from the office record, wherever available. (b) The attested photocopy of service book obtained by a Government employee for his personal record under rule 12.3 shall be considered as an authentic record for recasting of service book.	New rule for recasting of service record in case service book is lost/misplaced.