



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services - Service Registers - Maintenance of duplicate Service Registers by individual Government Servants - Orders - Issued.

FINANCE (F.R.) DEPARTMENT

G.O.Ms.No. 216

Dated : 22-6-1964.

Read the following :-

From the Director of Social Welfare and ex-Officio Deputy Secretary to Government, Edn. (S.W.) Dept., Lr.No.Ro.A/3225/64 dated 17-4-1964.

A P U S

ORDER :

The Director of Social Welfare and Ex-Officio Deputy Secretary to Government, Education (S.W.) Department, to Government in his letter cited has suggested that duplicate copies of the Service Registers may be ordered to be maintained by the Government servants, as it will facilitate re-building of the Service Register in case the original is lost, subject to the condition that the original copy in the custody of the Head of the Office should alone be regarded as authentic and that the duplicate should be made use of only to bring the original copy up to date.

The Government have examined the above proposal. It has been observed that the maintenance of duplicate Service Registers by the Government servant with reference to the copies of orders of appointment, declaration of probation, sanction of increments, leave etc., may be useful in rebuilding a Service Register, in case the original is lost. The Government therefore accept the suggestion of the Director and direct that the Government servants be permitted to maintain duplicate copy of their Service Registers subject to the condition that the duplicate Service Registers will not be considered as authentic and the Government will be bound any by the entries in the Service Register kept in the custody of the Head of Offices and that the duplicate Service Register will be made use of only for guiding the re-construction of a lost Service Book. The Government servants will be responsible for getting relevant entries in the duplicate Service Registers authenticated by the Head of Offices under whom they work.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MIR MAHMOOD ALI KHAN
Deputy Secretary to Government