



**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Annual verification of Service Books - Further Instructions - Amendments to Annexure II (Part III) of Fundamental Rules - Issued.

FINANCE (F.R.I) DEPARTMENT.

G.O.Ms.No. 152

Dated : 20-5-1969

Read the following :-

From the Govt. of India, Ministry of Finance (Department of Expenditure)
New Delhi, Resolution No. F6(1)EV/66, dated 6-2-1967

A P U S

ORDER :

Government of India in their reference cited have issued instructions to the effect that every Head of Office shall initiate action to show the Service Books to Government servants under his administrative control and to obtain their signatures therein in token of their having inspected the Service Books. 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.

2. The Government have decided to adopt the procedure of the Government of India and direct accordingly that the procedure detailed in Para 1 above shall be followed scrupulously by all Heads of Departments.
3. The following Notifications will be published in the Andhra Pradesh Gazette :-

NOTIFICATION - I

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Subsidiary Rules contained in Annexure II Part III to the Fundamental Rules.

AMENDMENT

For subsidiary rule 3 of the said rules, the following subsidiary rule shall be substituted, namely :-

"3-Annual Attestation of Service Books/Rolls. It shall be the duty of every Head of 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 services 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/roll after the Audit Officer has made therein necessary entries connected with his foreign service".

NOTIFICATION - II

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Hyderabad Civil Services Rules.

AMENDMENT

For rule 499 and the note thereunder of the said rules, the following rule shall be substituted, namely : /

"499 Annual Attestation of Service Books/Rolls. It shall be the duty of every Head of 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 services 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/roll after the Audit Officer has made therein necessary entries connected with his foreign service".

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

B. LAKSHMINARAYANA

Deputy Secretary to Government