

**No.A.21016/1/2012 -P&AR (GSW)**  
**Government of Mizoram**  
**Department of Personnel and Administrative Reforms**  
**(General Service Wing)**

*Mizoram Secretariat, MINECO*  
*Dated Aizawl, the 14<sup>th</sup> July, 2023*

**OFFICE MEMORANDUM**

**Subject: Inspection/Verification of service book on a regular basis.**

This is to bring the attention of all departments under the Government of Mizoram to this Department OM No. A.21016/1/2012-P&AR (GSW) dt 08.09.2014. This memo served as a reminder to all departments about the provisions regarding the maintenance of Service Books for government servants, as prescribed in SR 196, 197, and 198 and provisions of Rule 257 of the General Financial Rules, 2005.

2. Despite the fact that the rules governing the maintenance of service books for government employees are contained in the FRs & SRs, GFRs, and the aforementioned OM. A number of references have been received in this department for alteration of date of birth in the final stages of retiring, resulting in delays in the release of government servants and pending processing of pension-related matters. These clearly indicate that departments are not following the provisions and instructions containing maintenance of the service book in the relevant rules.

3. Moreover, it has come to our attention that some departments are still engaging in the unauthorized reconstruction of service books or alterations of dates of birth without following the necessary procedures. It is important to note that any alteration of a government servant's date of birth or reconstruction of service books can only be done with the sanction of the Department of Personnel & Administrative Reforms, provided that a request is made within the specified time as provided in Note 6 under F.R. 56. Any unauthorized reconstruction of service books or alterations of dates of birth will be considered a serious offense and will result in disciplinary proceedings against the government servants and officers who are involved in the maintenance of service books in their office or department.

4. Service Books maintained in the establishment should be verified every year by the Head of Office who, after satisfying himself that the services of Government servants concerned are correctly recorded in each Service Book. The annual verification of service is intended to ensure that the Head of the Office has satisfied himself that the Government servant's entire service as recorded in the Service Book, is completely borne out by actual facts. It is the duty of every Head of Office to initiate action to show the Service Book to the Government servant concerned every year and to obtain their signature therein in token of their having inspected the Service Book. No part of the service book shall be left out during annual verification of service book especially Bio-data recorded in part-1. The Head of Office must see that all entries are duly made and attested and the service book contains no erasure or overwriting. In the event that any unauthorized alterations are detected in service books or dates of birth/unauthorized reconstruction of service book, the head of office is required to promptly refer the case to the Department of Personnel & Administrative Reforms (DP&AR) for further action.



5. The date of superannuation of a government servant is known in advance and there is no question of failure to make arrangements for his release sufficiently in advance. It is the responsibility of the administrative authority concerned to ensure that the government servants under their control so retire. For the purpose of releasing a government servant from service, the date of birth recorded in the service book shall be used, provided that no alterations, tampering, or corrections have been made to the service book and the service book has not been reconstructed without prior authorization from the government. The date of birth recorded in other government documents, such as notifications, office orders, inter-se seniority lists, and so on, shall not be used to determine the release order.

6. All Administrative Heads/Heads of Departments are hereby instructed to ensure that their subordinates are made fully aware of and strictly adhere to the provisions relating to maintenance of service book outlined in the General Financial Rules 2017, Fundamental Rules and Supplementary Rules (FR&SR), Central Civil Services (Pension) Rules, 1972, and Central Civil Services (Leave) Rules, 1972, as well as any other relevant government instructions issued from time to time. It is imperative that the Verification of Service Book is conducted immediately in accordance with the relevant rules mentioned above if it has not already been done or completed. It is mandatory for all administrative departments to submit an action taken report to the undersigned in Annexure-I or II by August 2023 whichever is applicable.

7. Further, all administrative departments are reminded to conduct annual verification of service book every year in future and submit the same to DP&AR in Annexure-I or II starting from this year, if not practiced in the department. Any departmental negligence resulting in complications in service matters will be taken seriously and appropriate action will be taken.

This supersedes the previous O.M of even no. dated 29.05.2023.

**Sd/- R. Lalramnghaka**

Secretary to the Govt. of Mizoram

**Memo No.A.21016/1/2012 -P&AR (GSW)**

**: Dated Aizawl, the 14<sup>th</sup> July, 2023**

Copy to:-

- Secretary to Governor, Mizoram
- Commissioner & Secretary to Chief Minister, Mizoram
- P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State, Mizoram
- Sr. PPS to Chief Secretary, Mizoram
- PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries, Mizoram
- All administrative departments
- Secretary, MPSC/MSEC/MSIC/Lok Ayukta
- All Heads of Departments
- All Deputy Commissioners, Mizoram
- Secretary cum Controller of Examination, MSSSB
- All wings of DP&AR
- Website Manager, DP&AR for uploading in the website
- Guard File

  
(Lalzikpuii)

Under Secretary to the Govt. of Mizoram

**ANNEXURE-1**

**CERTIFICATE**

This is to certify that the service books of all employees maintained under this office establishment have been checked and it is found that no irregular/ doubtful alterations have been found to be made in the entries made in the service books.

✓

Full Name and Signature of Head of Office/Department with seal

*[Handwritten Signature]*

## ANNEXURE-II

Name of Department: \_\_\_\_\_

Name of Office : \_\_\_\_\_

This is to certify that the service books of all employees maintained by this office establishment have been checked and that irregular and doubtful alterations in the entries made in the service books have been discovered. Detailed information on this behalf are furnished as follows-

Sl.No	Name of government servants	Designation	Service books verified up to..	Detection of alteration of entries made in the service book, if any.	Remarks, if any
1	2	3	4	5	6

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Full Name and Signature of Head of Office/Department with seal

*Signature*

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