



సర్వీస్ రిజిస్టర్ల వెరిఫికేషన్పై ఉత్తర్వులు



GOVERNMENT OF ANDHRA PRADESH

Finance (FR-II) Department

Dt: 20-1-2012

Cir. Memo No. 8388/515/FR.II/2011

sub: Public Services - Verification of Services Registers by the head of the office - Further Instctions - issued.

Reg: Lr.D.O.No. PM/II/2011-12/11396, Dt. 19-8-2011 of the Principal Accountant General (A&E), Hyderabad.

All the Departments of secretariat/Heads of the Department/ Heads of the officers are hereby informed that Fundamental Rules in Annuxure-II, Part-III, stipulate that Service Books Should be verified in April, every year by the Head of the office. Further to ensure that there is no unverified portion of service, it has been specifically stipulated that the certificate recorded in support of such verification should cover the entire period of service upto such verification, and not the just period for which the verification falls due.

2. It is regretted that few Heads of the officers are following these instructions. Consequently, when Accountant General's office verifies the service Books at the time of authorizing pension to the Government servant, major errors of pay fixation during the service of the Pensioner which had resulted in large over payments are often detected. Till now, the practice has been that the Accountant General informs the Head of office of these over payments, and withholds the Gratuity of the Pensioner. such a practice violates the judgments of the Honorable Supreme Court in the case of Sahib Ram V. state of Haryane and others (1995SCC(L&S)248) and Shyam Babu Verma V. Union of India (199*4(2)SCC521).

3. The following instructions under Annexure-II-Part-III- Maintenance of Records of service, Gazetted Government servants of Andhra Pradesh Fundamental Rules and subsidiary Rules are reiterated.

" 12. Annual verification: The service Books and rolls in each office should be taken up for verification in April of every year by the Head of the office who, after satisfying himself that the services of the Government servant concerned are correctly recorded in his service book or roll in conformity with the above instructions, should record therein a certificate that the services are verified from pay bills. The Head of the office in recording the Annual certificate of verification should, in the case of any portion of service that cannot be verified from office records, distinctly state that, for the excepted periods a statement in writing by the Government servant as well as a record of evidence of his contemporary employees is attached to the book or roll. Head of offices will delegate the duties imposed upon them to their Gazetted Assistants, if any. They should, however, inspect at least 10 percent of the service books and rolls and initial them in token of having done so unless the Government specially fix a lower percentage in any case.

Note: The verification of service referred to above should be in respect of all service qualifying for pension whether permanent, provisional, temporary or officiating."

4. As per instruction No.2 under Annexure-II-Part-III Annual Attestation of service books /rolls:-

"It shall be duty of every Head of the office to initiate action to show the service books/rolls to Government servant 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 proceeding 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 service has 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 books/rolls after Head of the Department has made therein necessary entries connected with his foreign service."

5. Government suffers considerable losses in cases of wrong fixation in view of the above position.

6. All Departments of Secretariate and Heads of Departments are directed to strictly follow the above instructions. Every year each Head of Department should complete this exercise between April to June. DTA, Hyderabad has been instructed not to pay salary of any employee for July unless the Head of the office/DDO submits a certificate that the annual verification of service has been completed and accordingly endorsed in the service Books.

True Copy Attested:-

(PUNNA KUMAR)
General secretary

Ranjeev R.Acharya
Principal Secretary to Govt.(FP)

GOVERNMENT OF ANDHRA PRADESH
FINANCE (PSC) DEPARTMENT

Circular Memo No.42/PSC/2012

Dt: 17-02-2012.

Sub:-Public Services – Verification of Service Registers
By the Head of the Offices – certification of service
Periods and pay fixations – Further instructions – Issued.

Ref:-1) Circular Memo.No.8388/515/FR-II/2011, dt.20/1/2012.
2) D.O.Lr.No.P.M/II/2011-12/28291, dt.30/1/2012 of the
Prl.A.G./A&E/Hyderabad.

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In continuation of Circular Memo 1st cited, and as per the suggestion of the Principal Accountant General (A&E), Hyderabad; taking into consideration of the speedy processing of of pension Authorisation, all the Departments of Secretariat and Heads of Departments/Head of Offices, are here by requested to certify in the capacity of Pension sanctioning Authorities, that they have verified the services with reference to pay rolls, pay fixations, including the Automatic Advancement Schemes; Appointments / Pay fixations from time to time till the date of retirement.

PRTU

Dr.P.V.Ramesh
Principal Secretary to Government (FP) I/C

To
All Departments of Secretariat
All the Head of Departments
All Secretaries of Government
The Accountant General (A&E) Hyderabad
All Heads of Depts including District Collectors & District
Judges, SPs & DIG of Police of All Ranges.
The Secretary to Governor,Raj Bhavan, Hyderabad
The Secretary APPSC., Hyderabad
All District Collectors.
All the DTOs/Deputy Directors
The Commissioner, DR MCRIOA., Hyd.,
The Director, Govt.,Printing Press, A.P.,Hyd., for publication
In the A.P.Gazzatte.
Copy to the Prl.Accountant General (A&E), Hyderabad.

// Forwarded By Order //

Section Officer

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All Heads of Depts including District Collectors & District
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CERTIFICATE AT THE TIME RETIREMENT

Certified that I have verified the services with reference to pay rolls, pay fixations, including the Automatic Advancement Schemes, Appointments / Pay Fixations from time to time till the date of retirement. (Vide Circular Memo No.42/PSC/2012 Finance (PSC) Department Dated: 17/02/2012).

AND CIR.MEMO NO.8388/515/FR.II/2011 DT.20-01-2012
OF FINANCE DEPARTMENT