

(1) Number of pages 6(2) Date of repair 7-11-89(3) Initials of the Referencer 4

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.G.O. No. 395Press
Mis.Dated 26-8- 18 71.

4/5

Not to be folded or roughly handled

Section .—Every non-gazetted servant of Government, with the exception of Police Officers on pay not exceeding Rs. 20, is required to keep a service book in which he is to enter a statement of every step in his official life, procuring attestation of each entry by the immediate head of the office in which he is serving.

If the officer to whom the book refers is himself a head of an office (*e. g.*, a Deputy Post Master or a Sub-Inspector of Police), the attestation should be made by his immediate superior.

1. The opening page should be divided for entries in the following form :

- (1.)—Name of officer.
- (2.)—Caste or race.
- (3.)—Residence.
- (4.)—Father's name and residence.
- (5.)—Age.
- (6.)—Exact height by measurement.
- (7.)—Personal marks for identification.
- (8.)—Date of entry.
- (9.)—Signature of officer.
- (10.)—Signature (with designation) of the head of the office.

The entries in this form should be renewed at least every five years.

2. The remaining pages should be divided for entries in the following form :

- (1.)—Name of appointment.
- (2.)—Whether substantive or acting, and whether permanent or temporary.
- (3.)—Pay.
- (4.)—Acting allowance.
- (5.)—Date of commencement of appointment.
- (6.)—Signature of officer.
- (7.)—Character of officer.
- (8.)—Signature (and designation) of immediate head of the office.
- (9.)—Date of termination of appointment.
- (10.)—Reason of termination (such as promotion, transfer, dismissal, &c.)
- (11.)—Signature of immediate head of the office.
- (12.)—Signature of immediate head of the office.

The entries in column 8 need not be made, except when there is anything either good or bad to be recorded.

3. Leave of every description (except casual), periods of suspension from employment, and other breaks of service, should be noted with full detail of their duration, by an entry written across the page, and attested by the head of the office.

4. Service books in the required form will be issued, as soon as possible, to each person at present in the service of Government, in which he should at once enter all past particulars of employment in the establishment in which he is at present serving; and the head of the office will attest the entries after verification from his office records. To servants employed at any future time, a book will be furnished by the officer appointing them.

5. The service books will be kept in the office in which each officer is serving, being transferred with him from office to office. They may be given up to the officers to whom they refer, if they resign, or are discharged without fault, an entry being first made to that effect.

6. The officer to whom each book refers is himself charged with the duty of seeing that it is properly kept up; and if it is not properly kept up, difficulties may arise as to verification of service, should the officer afterwards apply for pension.

No. 3211.

GOVERNMENT OF INDIA.

FINANCIAL DEPARTMENT.

PENSIONS AND GRATUITIES.

To

*The Chief Secretary to Government
Fort Saint George*

SIMLA, THE 31st AUGUST 1871.

SIR,

WITH reference to the resolution of this Département No. 2971, dated 23rd August 1871 (Draft Civil Pension Code), I am directed to forward a copy of certain rules intended to facilitate the disposal of claims to pension and gratuity.

2. I am directed to enquire whether in *the* opinion of *H. E.* *the Governor in Council* the scheme proposed in the rules (which would be prefixed to Chapter XII. of the Draft Civil Pension Code) is a practicable one.

I have the honor to be,

SIR,

Your most obedient Servant,

Wentland

Under Secy. to the Govt. of India.

GOVERNMENT OF INDIA.
FINANCIAL DEPARTMENT.
PENSIONS AND GRATUITIES.

To

No. 3211.

Dated Simla,

August 1871.

Received

No. 3211 -

1 Recd.

No. 504

355 of letters
+ 3 of Encls.

1871
Finance and Revenue
Department
of India
Sd/- Secretary
No. 11, Sepoy Lines

Mr. Stokes

Forwarding copy
of certain rules issued
for the purpose of facilitating the
disposal of claims for
pension & gratuity,
& suggesting whether in
the opinion of the Hon.
Secy Govt. the scheme
proposed in the rules,
is a practicable one.

Financial 1871 Sept.

From

The Secy. Govt. of India

Finl. Dept.

No. 2460.

Of 1 Aug. — } 1871.
Of 23rd Aug. }

No. 423.

Forwarding a notice
of publication in the
form of a Code, the rules
respecting acting allow-
ances at present in
force in the Civil Depart-
ments.

Got command. 26 Aug. 1871.
No. 395.

Recorded.

A. N. P. M. 1871-50

has been copied
to Secy. Dept. 23rd Aug. 71
C 24/8/71. 225/8