

# Financial (1895) Department.

ORDINARY MS.

G.O., No. 836

Dated 23rd Oct. 1895

INDEXED. 2/3

[Despatch Abstract.]

## RECORDS OF SERVICES OF NON-GAZETTED OFFICERS

Referring, for report, to the Revenue, Judicial, Educational, and Public Departments, resolution, of the Government of India regarding the method of maintaining the --, and the question whether it is necessary that all non-gazetted officers should be required to keep up service books.

PRINTED IN G.O., dated

22 July 1896 No. 437

# BACK PAPERS.

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No. 4671-P.

## GOVERNMENT OF INDIA. FINANCE AND COMMERCE DEPARTMENT.

PENSIONS AND GRATUITIES.

### RESOLUTION.

Simla, the 30th September 1895.

READ—

Home Department Resolution, No. 1-376-392, dated 23rd June 1890.  
Home Department Resolution, No. 35-Public—1701-1719, dated 8th November 1893.  
Letter to the Chief Commissioner of Assam, No. 851, dated 30th May 1895.

RESOLUTION.—In connection with the Resolution of the 8th November 1893 quoted in the preamble, the Government of India have had under consideration the method of maintaining the record of services of non-gazetted officers, and in especial the question whether it is necessary that all non-gazetted officers should be required to keep up service-books.

2. Ordinarily the salaries of non-gazetted officers are included in the pay-bill of the office establishment to which they belong, and it is necessary that they should maintain the service-books prescribed in chapter XXXIX, section II of the Civil Service Regulations as the most convenient way of securing a continuous record of the history of their official life. But in the cases indicated generally in Article 43 of the Civil Account Code, in which the officers belong to establishments limited and fixed with reference to the requirements of a whole province, their pay is drawn and audited in the same way as that of gazetted officers, although they are not gazetted. The selection of the names of non-gazetted officers who are dealt with in this manner is left in each province to the discretion of the Accountant General. The Audit Registers maintained under this procedure contain all the information required for a continuous record of the officers' services, and if such a record is compiled from the registers there is no necessity for them also to keep service-books, which are besides not well suited to officers who are constantly being transferred from one place to another.

3. Two courses have been suggested for the maintenance of the record of services of non-gazetted officers belonging to this class; either that they should be included in the published history of services of gazetted officers, or that the Accountant General should maintain a history of their services in the same form as the published history though not included in it. It appears to the Government of India that Local Governments and Administrations are in the best position to decide what classes of officers it will be convenient to include in the published histories, and the Governor General in Council is accordingly pleased to authorise them to select for, and include in, the histories of services now maintained for gazetted officers the record of service of such non-gazetted officers as may appear to them desirable and convenient. In consequence of this extension of their scope the histories should in future be styled "Histories of Gazetted and other Officers." In the case of all non-gazetted officers not included in these histories service-books must be maintained, unless, under the procedure followed in the Account Department in regard to the audit of their salaries, arrangements can be made for keeping up service registers which will answer the purposes for which service books have been prescribed.

Ordered, that a copy of this Resolution be forwarded to all Local Governments and Administrations, all Departments of the Government of India, the Comptroller and Auditor General, all Accountants General and Comptrollers, and the Heads of Departments under this Department for information.

Offg. Under to the Govt. of India.

No 933 210-11-93 AC  
503 212-7-90 AC

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GOVERNMENT OF INDIA.  
FINANCE AND COMMERCE  
DEPARTMENT.  
PENSIONS AND GRATUITIES.  
RESOLUTION.

CHIEF SECRETARY  
-8 OCT. 1895  
GOVERNMENT OF MADRAS

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*Handwritten:*  
This  
Order 23 dated 155-1-836

The foregoing resolution  
will be referred to the  
Revenue, Judicial, Educa-  
tional & Public Depts, for  
report as to the classes of officers  
whose the record of whose  
services should be included in  
the "History of Services". The total  
number of each class should  
be stated

C.S.  
18. x 95  
22/10/95

*Handwritten:*  
To send recommendations  
one month after date  
forward

*Handwritten:*  
To the Secy. Genl.  
Jd. Secy.  
Educa. Secy.  
Public Secy.  
28/10/95  
30/10

No. 4671-P.  
Dated Simla, 30th September 1895.  
Recd 8/10  
Regd 9/10  
b S.C.

Method of maintaining the records of services  
of non-gazetted officers and the question  
whether it is necessary that all non-gazetted  
officers should be required to keep up service-  
books.

*Handwritten:*  
See the 1890 papers - I think  
it will be sufficient to copy  
Secy Depts (not read or  
include Jd. Secy. Public Secy.)  
G. C. Press, Simla.—No. 429 C. F.—30-9-95.—610.

*Handwritten:*  
H.O.