vide No 818C d/ 27-2-88

on file —

1883

No 695 W d/ 28th Feby/88

Passed [illegible]
16-3-

Sd/ 1/3

Sd/ 1/3

SERVICE BOOK

Chinna OF Messenger

P. C. Ramsawmy.

[illegible]16.5.21

5.3

1. Folios 1 to 3 should be divided for entries in the following form :—

(1) Name of Employé. (2) Caste or Race. (3) Residence. (4) Father's name and residence. (5) Date of birth by Christian era as nearly as can be ascertained. (6) Exact height by measurement. (7) Personal marks for identification. (8) Date on which page is filled up. (9) Signature of Employé. (10) Signature and designation of the Head of the Office or other Attesting Officer.

The entries in this page should be renewed or re-attested at least every five years.

2. Folios 4 to 15 should be divided for entries in the following form :—

(1) Name of Appointment. (2) Whether substantive or acting, and whether permanent or temporary. (3) If acting, here state the substantive appointment. (4) Pay. (5) Acting allowance. (6) Date of appointment. (7) Signature of Employé. (8) Character of Employé. (9) Signature and designation of Head of the Office or other Attesting Officer. (10) Date of termination of appointment. (11) Reason of termination (such as promotion, transfer, dismissal, &c.). (12) Signature of Head of the Office or other Attesting Officer.

N.B.—No entries need be made in column 8 except when there is something especially good or bad to be recorded.

3. Leave of every description (except casual), every period of suspension from employment, and every other interruption in service, should be noted, with full detail of its duration, by an entry written across the page, and attested by the Head of the Office or other Attesting Officer.

4. A Service-book is supplied, at his own cost, to every Employé on his first appointment.

5. The Service-book of an Employé is to be kept in the Office in which he is serving, and transferred with him from Office to Office. It may be given up to the Employé if he resigns or is discharged without fault, an entry being first made therein to this effect.

6. Every Employé is charged with the duty of seeing that his own Service-book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, when the Employé applies for pension.

7. Entries on Folios 16 and 17 are to be made only by the Examiner of Public Works Accounts.

SECTION 83, CIVIL PENSION CODE.—An applicant for pension not being a Gazetted Officer, should submit to the Authority whose duty it would be to fill up his appointment, if vacant, his Service-book, and a statement of the following particulars:—

(*a*).—The date by the Christian era on which the Applicant was born. (*b*).—List of appointments, substantive and acting, held during the service for which pension is claimed, showing, when any appointment was only an acting one, what substantive appointment was held at the same time. The dates of the beginning and ending of each appointment should be stated, and the pay and acting allowance drawn in each. (*c*).—Dates of beginning and ending of each period of Leave. (*d*).—An explanation of each interruption in service.

[Exr. Wks. Form No. 273.]

SERVICE BOOK

OF

Name Ramasawmy.

Caste or Race Pariah

Residence Bellary.

Father's Name Anantappah.

Father's Residence Bellary.

Date of birth by Christian era In 1846.

The entries in these columns should be renewed or re-attested at least every five years. Each attestation should be carefully ruled off that the date may be clearly shown.

1	2	3	4		5	6		7	8	9	10
Name of Employé.	Caste or Race.	Residence.	Father's		Date of birth by Christian era as nearly as can be ascertained.	Exact height by measurement.		Personal marks for identification.	Date on which page is filled up.	Signature of Employé.	Signature and designation of the Head of the Office, or other Attesting Officer.
			Name.	Residence.		Feet.	Ins.				
Ramaswamy	Pariah	Bellary	Anantappah	Bellary	In 1846.	5	2 1/2	Small mole on right arm just below shoulder. Small pox marks on chest	25/4/82	Cannot write	A. N. Jarvis Executive Engineer [illegible] Division

1	2	3	4		The entries in these columns should be renewed or reattested at least every five years. Each attestation should be carefully ruled off that the date may be clearly shown.						
			Father's		5	6		7	8	9	10
Name of Employé.	Caste or Race.	Residence.	Name.	Residence.	Date of birth by Christian era as nearly as can be ascertained.	Exact height by measurement.		Personal marks for identification.	Date on which page is filled up.	Signature of Employé.	Signature and designation of the Head of the Office, or other Attesting Officer.
						Feet.	Ins.				

1	2	3	4		5	6		7	8	9	10
			Father's		The entries in these columns should be renewed or reattested at least every five years. Each attestation should be carefully ruled off that the date may be clearly shown.						
Name of Employé.	*Caste or Race.*	*Residence.*	Name.	Residence.	Date of birth by Christian era as nearly as can be ascertained.	Exact height by measurement.		Personal marks for identification.	Date on which page is filled up.	Signature of Employé.	Signature and designation of the Head of the Office, or other Attesting Officer.
						Feet.	Ins.				

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.
J. Ramasawmy Messenger Executive Engineer's Office C. Project Division.	Permanent	"	6-"-0"		16/11/82	Ramaswamy	Fined Rs 1/- for persistent neglect of tents, and determination to disobey repeated orders with regard to same A.C. Janett 22/12/82 Exec Eng	A.C. Janett Ex: Engineer C. Project Dn.	"	"	A.C. Janett. Ex: Engr. C. Project Dn.
							Fined 1/8 of his pay - for disobedience of orders - W.H. Montriou 11/4/83 Exec Engineer	W.H. Montriou Exec Eng.			W.H. Montriou Exec Engineer

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.
							Dismissed for gross misconduct, by order of the Supdg. Engineer; Vide Surveyor Kolunda-valoo Moodelli's letter No. 48 of 27th July 1883 Bellary 28. July 83 [illegible] Exec Engr.				

This book is to be kept in the Office, and not returned to the Lascar

1 Name of Appointment.	2 Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	3 If acting, here state the substantive appointment.	4 Pay.	5 Acting allowance.	6 Date of appointment.	7 Signature of Employé.	8 Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	9 Signature and designation of Head of the Office or other Attesting Officer	10 Date of termination of appointment.	11 Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	12 Signature and designation of Head of the Office or other Attesting Officer.
Lascar in the Superg Engr's office III Circle	Actg in a permt appointment.	"	6.0.0	"	2nd October/83.		—	Lt Col RE Superg Engr 3rd Circle	18th May 1885	Dismissal	Lt Col RE Superg Engineer III Circle

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1 Name of Appointment.	2 Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	3 If acting, here state the substantive appointment.	4 Pay.	5 Acting allowance.	6 Date of appointment.	7 Signature of Employé.	8 Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	9 Signature and designation of Head of the Office or other Attesting Officer	10 Date of termination of appointment.	11 Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	12 Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g., promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

1	2	3	4	5	6	7	8	9	10	11	12
Name of Appointment.	Nature, *i.e.*, whether substantive or acting, and whether permanent or temporary.	If acting, here state the substantive appointment.	Pay.	Acting allowance.	Date of appointment.	Signature of Employé.	Character of Employé. *No entry need be made in this column except when there is anything either good or bad to be recorded. Suspensions should be noted here when the order for suspension is passed.*	Signature and designation of Head of the Office or other Attesting Officer	Date of termination of appointment.	Reason of termination, *e.g.*, *promotion, transfer, dismissal, return of permanent incumbent, &c.*	Signature and designation of Head of the Office or other Attesting Officer.

CIVIL PENSION CODE—CHAPTER XIV.

APPLICATION FOR PENSION.

SECTION 82.—Every Non-Gazetted Officer holding a substantive appointment on a permanent establishment, except a Police Officer whose pay does not exceed Rs. 20 and an Officer in the Post Office Department, the Inland Customs Department, or the Salt and Customs Department, in the Bombay Presidency whose pay does not exceed ten rupees is required to keep a Service-book, in which every step in his official life should be recorded, each entry being contemporaneously attested by the Head of his Office. For Officers of the Inland Customs Department, and the Salt and Customs Department in the Bombay Presidency, whose pay does not exceed Rs. 10 a Roll must be kept, such as is prescribed in Section 125 (*a*) for the Police.

If the Officer is himself the Head of an Office (*e.g.*, a Deputy Post Master or a Sub-inspector of Police), the contemporaneous attestation should be made by his immediate Superior.

Ramasawmy	Name of Officer.	
Pariah	Caste or Race.	
Bellary	Residence.	
Annamlappah	Name.	FATHER'S
Bellary	Residence.	FATHER'S
Not known	Date of birth.	
about 28 Twenty eight	Years	Age.
— . —	Ms.	Age.
— . —	Days.	Age.
Five	Feet.	Exact Height.
Four	In.	Exact Height.
Pitted with shed marks on the breast. Vaccination marks on the left arm —	Personal marks for identification.	
3rd March 1877	Date of Entry.	
Cannot write — Ramasawmy his + mark H Frankland	Signature of Officer.	
H Frankland	Signature and designation of the head of the office.	

THE ENTRIES IN THESE COLUMNS ARE TO BE REATTESTED EVERY FIVE YEARS; EACH ATTESTATION SHOULD BE CAREFULLY RULED OFF THE DATE MAY BE CLEARLY SHOWN.

1 Name of appointment.	2 Nature, *i.e.*, whether substantive or acting, permanent or temporary.	3 Substantive appointment, if the new appointment be acting only.	4 Pay.	5 Acting allowance.	6 Date of appointment.	7 Signature of Officer.	8 Character of Officer. *No entry need be made in this Column except when there is any thing either good or bad to be recorded. Suspensions should be noted here when the order of suspension is passed.*	9 Signature & designation of immediate head of the Office.	10 Date of termination of appointment.	11 Reason of termination *e. g., transfer, promotion, return of permanent incumbent.*	12 Signature and designation of immediate head of the Office.
Taluq Lascar	Permanent	——"——"——	6		1866 month not known	Ramyony his + mark H.P.	Whilst employed under me Mr Lascar has always conducted himself most satisfactorily – He is I believe a very trustworthy man Bellary 3rd June 1880 Geo. F. Tracheson Col. R.E.	H Frank Rand Overseer			

1	2	3	4	5	6	7	8	9	10	11	12
Name of appointment	Nature, *i.e.*, whether substantive or acting, permanent or temporary.	Substantive appointment, if the new appointment be acting only.	Pay.	Acting allowance.	Date of appointment.	Signature of Officer.	Character of Officer. *No entry need be made in this Column except when there is any thing either good or bad to be recorded. Suspensions should be noted here when the order of suspension is passed.*	Signature & designation of immediate head of the Office.	Date of termination of appointment.	Reason of termination *e.g., transfer, promotion, return of permanent incumbent.*	Signature and designation of immediate head of the Office.

1 Name of appointment.	2 Nature, *i.e.*, whether substantive or acting, permanent or temporary.	3 Substantive appointment, if the new appointment be acting only.	4 Pay.	5 Acting allowance.	6 Date of appointment.	7 Signature of Officer.

8 Character of Officer. *No entry need be made in this Column except when there is any thing either good or bad to be recorded. Suspensions should be noted here when the order of suspension is passed.*	9 Signature & designation of immediate head of the Office.	10 Date of termination of appointment.	11 Reason of termination *e.g.*, *transfer, promotion, return of permanent incumbent.*	12 Signature and designation of immediate head of the Office.