

- (1) பக்கங்கலின் எண்ணிக்கை 6
 (2) புதுக்கித் திருப்பிய நாள் March 90
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 10/2

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W.D. துறை

S/c

அரசாணை எண். 3052 W அச்சகம்
 மு. கோப்புத் தாள் எண். பலவகை

நாள் : 15 11 1890 1990

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

D. J. J.

GOVERNMENT OF MADRAS.
PENSION DEPARTMENT.

READ—again the following G.O., dated 27th May 1890, No. 595, Mis., Pension :—

Read—the following paper :—

Office-note from the Examiner, Public Works Accounts, dated Madras, 11th January 1890, No. 132.

With reference to paragraph 3 of G.O., No. 2569 W., dated 17th September 1889, the Accountant-General, Madras, informs me that he is not aware of any rule or practice in the Civil Department regarding the disposal of service books of dismissed and deceased servants.

2. In order to prevent the indefinite accumulation of useless service books in local offices, and, at the same time, to ensure any required service books being forthcoming when required, it seems desirable that there should be some rule on the subject, as article 881, Civil Service Regulations, only provides for the disposal of service books of officers dismissed without fault and then only when they are applied for. I would, therefore, suggest that it be laid down in the code that all service books of servants dismissed for fault and the service books of those dismissed without fault, if not applied for by themselves within, say, three months from date of discharge, should be sent for record to some central office (to be settled and specified), where they should be kept for some specified number of years to be fixed by Government.

3. The service books of deceased servants might, I should think, be destroyed at once, or given over to relatives if asked for, or else sent to the same central office to be kept for a specified length of time.

ENCLOSURE.

G.O., dated 17th September 1889, No. 2569 W., Public Works.

From the Examiner, Public Works Accounts, dated 11th September 1889, No. 1303.

ABSTRACT.—Forwarding, with summary and remarks, inspection report of the Vizagapatam division, dated 12th June 1889.

Order—dated 17th September 1889, No. 2569 W., Public Works.

Communicated to the Superintending Engineer, I Circle, for the information and guidance of the Executive Engineer, Vizagapatam division.

2. The report will be forwarded, in original, to the Superintending Engineer, who will return it with the Executive Engineer's replies to the several points noticed in the Examiner's summary as requiring explanation.

3. The further report promised by the Examiner in his remarks against item 32 of the summary will be awaited.

(True Extract.)

(Signed) R. R. E. DRAKE-BROCKMAN, Lieut.-Col., R.E.,
Ag. Joint Secy. to Govt., P.W.D.

No. 308-C.

Transferred to the Financial Department for consideration.

(Signed) R. R. E. DRAKE-BROCKMAN, Lieut.-Col., R.E.,
17th January 1890. Ag. Joint Secy. to Govt., P.W.D.

Transferred to the Pension Department.

30th January 1890. (Signed) J. GROSE,
Ag. Chief Secretary.

No. 16.

Referred to the Accountant-General and the Controller of Military Accounts for favor of remarks.

(By Order.)

FORT ST. GEORGE,
8th February 1890. (Signed) R. C. C. CARR,
Ag. Under Secy. to Govt.

To the Accountant-General, with a copy of O.N. No. 132.
„ the Controller of Military Accounts, with O.N. No. 132,
in original (to be returned).

Read—the following letter from Lieut.-Col. C. F. THOMAS, Controller of Military Accounts, to the Under Secretary to Government, Pension Department, dated Madras, 27th February 1890, No. 185-G. :—

In returning your endorsement, No. 16, dated 8th February 1890, regarding the disposal of service books of dismissed and deceased servants, I have the honor to state that the practice in this department, in the case of the former, is to return the service books to the parties concerned, noting therein the cause of dismissal; in the case of the latter I would suggest that the service books be destroyed or handed over to relatives if asked for.

Read—the following letter from T. W. RAWLINS, Esq., Accountant-General to the Government of Madras, to the Secretary to Government, Pension Department, dated Fort St. George, 28th February 1890, No. 683 :—

With reference to your endorsement, No. 16, dated the 8th of February 1890, referring to me, for remarks, letter, No. 8, dated the 11th January 1890, from the Examiner, Public Works Accounts, in which he suggests that the service books of all officers dismissed from the service, whether for some fault, or otherwise, should be sent for record to some central office, and that the books of deceased officers should either be destroyed at once, or given over to their relatives, I have the honor to express my general concurrence with his views, and to propose the following rules for the consideration of Government :—

- (1) The "central office" will, for the purpose of these rules, be the head-quarters office of the department in which the officer last served.
- (2) In the case of superior servants discharged from the service for some fault or otherwise, no service book should be destroyed until two years after discharge, nor before the person discharged has attained the age of 30 years. In the case of officers discharged for no fault, service books may be made over to the officers concerned, an entry being first made in them to this effect in accordance with article 881 of the Civil Service Regulations.

2. In the case of inferior servants, the service books of persons discharged for no fault should be kept for two years.

The books of persons discharged for some fault should be sent to the central office and kept till death or 45 years of age, whichever event occurs earlier.

Order—dated 27th May 1890, No. 595, Mis., Pension.

His Excellency the Governor in Council approves generally of the rules proposed by the Accountant-General in his letter read above, but, before adopting them, he desires to be informed of the Accountant-General's object in imposing age limits. It is not apparent why the service books of superior servants should on discharge be kept until they attain the age of 30 and those of inferior servants until they are 45 years of age.

(True Extract.)

R. C. C. CARR,
Ag. Under Secy. to Govt.

To the Accountant-General.

READ—also the following letter from T. W. RAWLINS, Esq., Accountant-General to the Government of Madras, to the Secretary to Government, Pension Department, dated Fort St. George, 16th June 1890, No. 1916 :—

With reference to the Proceedings of Government, No. 595, dated 27th May 1890, inquiring why I recommended that the service books of officers of superior service should be retained until they attain the age of 30 and those of inferior servants until they attain the age of 45, I have the honor to invite attention to articles 63 and 392 of the Civil Service Regulations, from which it will be seen that the age is fixed as the maximum at which officers of the former class can be taken into the service, while officers of the latter class cannot be entertained after the age of 40. An addition of 5 years was made to admit of a small margin for wilful mis-statement of age.

ORDER—dated 19th August 1890, No. 937, Pension.

In view to preventing the unnecessary accumulation of service books after the officers, for whom they were maintained, have left the service of Government, the following rules are prescribed, subject to the sanction of the Government of India :—

- (i) The "central office" will, for the purposes of these rules, be deemed to be the head-quarters office of the department in which the officer was last serving.
- (ii) When three months have elapsed from the date of an officer's service terminating by dismissal, discharge or resignation, his service book shall be sent to the central office for safe custody and for disposal as herein-after provided :

Proviso (a).—If the officer has resigned or has been discharged for no fault, the service book may, on his application, be handed over to him, an entry being first made therein to that effect.

Proviso (b).—If the service book be required for the disposal of any current papers, it shall not be sent to the central office until the need for it is at an end.

- (iii) A service book will be retained at the central office for a period of ten years or until the officer's decease, whichever occurs first, after which it will be destroyed. The service book of an officer, who has been dismissed and who is afterwards reinstated, should, on requisition, be returned to the head of the office in which he is re-employed. A similar course should be adopted when the officer has been discharged without fault, or resigns, and is subsequently re-employed.

(iv) In the case of an officer's service terminating by his death, his service book may, on application, be handed over to his relatives: should no application be made within six months of the officer's decease, the service book may be destroyed.

2. The above rules differ in some respects from those suggested by the Accountant-General: the age limits for superior and inferior servants appear to the Government to be unnecessary, but in order to meet the Accountant-General's views to some extent, the period for which a service book has to be retained at the central office has been raised to ten years. The sanction of the Government of India to the enforcement of the above rules will be applied for.

(True Extract.)

R. C. C. CARR.
Ag. Under Secy. to Govt.

To the Accountant-General.
„ the Examiner of Public Works Accounts.
„ the Controller of Military Accounts.
„ the Public Department, } for communication to all Heads of Departments.
„ the Revenue Department, }
„ Military Department.
„ Local Fund and Municipal Department.
„ Public Works Department.

Exd. A. D. Xavier,

800 Copies.

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Govt. of {1890} Madras.

PENSION.

Issued

Recd.

Encl.

G.O., 19th August 1890, No. 937.

No. 3052 W.D. 15-11-90
myt. credit to be made

AUGUST.

Service books.

Prescribing certain rules, subject to the sanction of the Government of India, in view to preventing the unnecessary accumulation of — of officers that have left the Government service.