Pension (1897) Department.

ORDINARY PRINTED.

G.O., No. 530

DATED 14-7-97

[Despatch Abstract.]

"Communicating to all Heads of Offices for information & guidance, a set of rules regarding the maintenance and verification of service books and the submission of pension applications -

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
"	261	Pens	30-3-97				

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Government {1897} of Madras.

PENSION.

Recd. } 1897. *Enclosures*

Regd. } *Spare copies*

G.O., No. 530, 14th July 1897.

JULY.

Pension Applications.

Communicating to all heads of departments, for information and guidance, a set of rules regarding the maintenance and verification of service books and the submission of —.

GOVERNMENT OF MADRAS.

PENSION DEPARTMENT.

ORDER—No. 530, Pension, dated 14th July 1897.

The rules drawn up by the Accountant-General are approved, subject to the amendments noted below. They will be printed in pamphlet form and communicated to all heads of departments concerned for information and guidance. Heads of departments will indent on the Superintendent of the Government Press for the number of copies required in each department.

2. (*a*) In Rule V, for the words, "after being duly attested by the head of that office, the book should be transmitted to the head of the office to which the officer has been transferred," will be substituted the words, "the book, after being duly verified to date and attested (*vide* Rule VII) by the head of that office, should be transmitted to the head of the office to which the officer has been transferred."

(*b*) In Rule VII for the words "once a year," will be substituted the words "in January of every year."

(*c*) Rule XV will be amended to read as follows:—

"The above procedure should be followed also by officers of the other departments noted in the margin. The heads of these departments should nominate some officer of their respective departments for the due performance of the duties described in Rule XIII in lieu of the Treasury Deputy Collector, and should also define for their respective departments the term head of the office as used in these rules."

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3. The Government trusts that a strict attention to the rules now issued will prevent for the future the great delays in the preparation and submission of pension applications, which the Government has so often noticed and condemned.

(True Extract.)

(Signed) G. STOKES,
Ag. Secretary to Government.

To the Accountant-General, with copy of rules.
" Public Department do.
" Judicial Department do.
" Revenue Department do.
" Local and Municipal Department, with copy of rules.
" Marine Department, with copy of rules.
" Superintendent, Government Press, with copy of rules.

} for communication to the heads of departments under them.

APPENDIX.

RULES REGARDING THE MAINTENANCE AND VERIFICATION OF SERVICE BOOKS AND THE SUBMISSION OF PENSION APPLICATIONS.

The following consolidated instructions regarding the maintenance and verification of service books and the submission of pension applications are furnished for the information and guidance of all officers employed in the Civil department:—

PART I.—MAINTENANCE AND VERIFICATION OF SERVICE BOOKS.

I. Every non-gazetted officer holding a substantive appointment on a permanent establishment should keep a service book in the form prescribed in articles 878 and 879 of the Civil Service Regulations, second edition, in which every step in an officer's official career as well as all changes affecting his position should be recorded concurrently with their occurrence, and be at once attested by the head of his office.

II. A clerk in each office should be entrusted with the preparation and maintenance of service books, and should be held personally responsible for their correctness and completeness. He should note in each service book every change in the order of its occurrence, and after the entry has been duly verified by reference to departmental orders, pay bills, leave statements or other official documents, should have it attested by the head of the office.

III. The verification of entries made by a clerk in service books may be entrusted to his immediate departmental superior if the head of the office sees fit, but the responsibility as to their accuracy will rest with the latter officer who has to attest them.

IV. The clerk entrusted with the duty of maintaining service books should see that—

(*a*) the dates of commencement and termination of service in an appointment with the rate of pay are correctly noted;

(*b*) leave of all kinds (except casual) is duly recorded in detail;

(*c*) suspensions, degradations, dismissal or removal from service on account of misconduct or inefficiency, are duly noted with a brief note of explanation;

(*d*) cause of termination of service, whether by promotion, transfer, degradation, etc., is duly given;

(*e*) the deputation of an officer to temporary appointment, if any, under article 410 of the Civil Service Regulations, is duly noted in the proper column;

(*f*) all erasures or interpolations are duly initialled by the head of the office;

(*g*) the necessary signatures of the several officers are obtained in the proper columns;

(*h*) no certificates of character are entered in column 13;

(*i*) the surname or house name of the officer is correctly given.

V. When an officer is transferred, whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer, should be made in his service book in the office from which the officer is transferred, and the book, after being duly verified to date and attested (*vide* Rule VII) by the head of that office, should be transmitted to the head of the office to which the officer has been transferred, who will thenceforward have the book maintained in his office. If he should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or omission supplied, before the book is taken over by him.

VI. The date of commencement of service in any appointment will be the date from which an officer draws the pay of an appointment, and the date of termination the date up to which he drew such pay. Periods occupied in transit from one appointment to another will be reckoned as service in the appointment, the pay of which the officer is allowed during transit.

VII. The service books in each office should be taken up for verification in January of every year and also as prescribed in Rule V, by the head of the office who, after satisfying himself that the services of the officer concerned are correctly recorded in his service book in conformity with the above instructions, should record a certificate to that effect therein under his signature.

VIII. In regard to periods of service which cannot be verified from office records such as pay bills, acquittance rolls, etc., an affidavit of the officer concerned and evidence of his contemporary employees should be taken as occasion arises and attached to the service book, with the opinion of the then head of office, as to whether the period in question should be admitted or not.

IX. The head of the office, in recording the annual certificate of verification agreeably to Rule VII, should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement in writing by the officer as well as his contemporary evidence is attached to the book.

X. In the Land Revenue department the duty of performing annual verification of service books is entrusted to the Treasury Deputy Collectors. The Divisional officers should in such cases make it convenient, either during the jamabandi, or when on tour in their taluks, to inspect the service books kept in the Tahsildars' and Deputy Tahsildars' cutcherries in their divisions and to see that they are properly maintained in accordance with these instructions, and take due notice of any instance of neglect or omission.

XI. Whenever an officer is transferred to foreign service, the head of his office should forward his service book to the Accountant-General for the purpose of the transfer being duly noted in it, agreeably to article 885 of the Civil Service Regulations. The same procedure should be followed when the officer reverts to Government service or proceeds on leave while in foreign service.

Part II.—Procedure preparatory to retiring an Officer from service.

XII. Whenever an officer of the Land Revenue department employed in an office subordinate to a Divisional officer applies for pension, or whenever it is thought desirable to retire him, the immediate head of his office should prepare a draft application for pension and forward it with the officer's service register through the Divisional officer to the Treasury Deputy Collector, who, after due scrutiny and such further enquiry as may be necessary, will return the service register to the Divisional officer certifying that all information is ready for the immediate completion of the pension application. Then and not till then may the retirement of the officer be recommended or his application for pension be accepted. In either case the Divisional officer will at once address the Collector for orders. On receipt of the Divisional officer's communication, the Collector will pass final orders as to the date from which the officer should retire or be pensioned, which order will be communicated to the Divisional officer to be given effect to and to the Treasury Deputy Collector for the preparation of the final application for pension and for its submission to the Collector for signature. This procedure will prevent delay in the submission of pension applications and guard against officers being retired who may have yet a few months to complete service entitling them to a higher rate of pension.

XIII. Where the immediate head of an office subordinate to the Divisional officer finds an officer unfit for service and his examination by a Medical officer is considered imperative, he should at once report the fact to the Divisional officer forwarding a draft application for pension or gratuity as the case may be along with the service register. The Divisional officer will forthwith send them to the Treasury Deputy Collector, who, after such further enquiry (if any) as may be necessary, should certify that the pension or gratuity application is ready for signature. On receipt of this certificate (but not till then) the Divisional officer will address the Medical officer requesting him to examine the officer and furnish him (the Divisional officer, with a certificate as to his fitness or otherwise for further service. A copy of his letter to the Medical officer should be sent to the Treasury Deputy Collector through the Collector. Immediately on receipt of the Medical officer's certificate, the Divisional officer will issue the necessary orders in case the officer is declared fit. In case the certificate declares him to be unfit for further service, the Divisional officer will, without delay, forward it to the Treasury Deputy Collector through the Collector who will pass orders for the immediate preparation of the final application for pension or gratuity and communicate them to the Divisional officer, so that effect may be given thereto by dispensing with the officer's services from the date of the medical certificate. The Treasury Deputy Collector will, without delay, prepare the pension or gratuity application and obtain the Collector's signature to the same. As soon as the pension or gratuity application is submitted to the Accountant-General, the Treasury Deputy Collector will inform the Divisional officer. The Divisional officer will—if in any case there appears to be undue delay in the submission of the pension application (*i.e.*, if the Treasury Deputy Collector delays more than a month in informing him)—invite the attention of Treasury Deputy Collector to the delay in order to avoid the chance of a pension application being mislaid.

XIV. The above procedure should be strictly observed, so that in future there may be no delay in the submission of pension applications to Government. The Collector should warn all Tahsildars, Deputy Tahsildars and Taluk Head Accountants that he will hold them personally responsible for neglect or disobedience in respect of these orders.

XV. The above procedure should be followed also by officers of the other departments noted in the margin. The heads of these departments should nominate some officer of their respective departments for the due performance of the duties described in Rule XIII in lieu of the Treasury Deputy Collector, and should also define for their respective departments the term "head of the office" as used in these rules.

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Part III.—Procedure after Retirement of an Officer from Service.

XVI. Before despatching an application for pension or gratuity to the Accountant-General the head of an office should satisfy himself that the application has been prepared in conformity with the instructions issued by the Accountant-General, which are reproduced here for ready reference.

1. *Affidavit* and contemporary evidence should be submitted for such periods of service as are not verifiable from records.

2. *Affidavit* and contemporary evidence should state in full details (1) whether applicant was in permanent employ, and (2) whether there were any breaks in the service or any leave granted.

3. *Age.*—When precise date of birth is not known, 1st July of the year of birth should be assumed.

4. *Age* as given in service book, if subsequently amended, should be supported by a Government Order approving the alteration.

5. *Age of incapacity* to continue in service—superior 55 and inferior 60.

6. *Alterations.*—Make in red ink and initial.

7. *Average emoluments.*—Append a memorandum of calculation with reference to articles 530–532, Civil Service Regulations.

8. *Average emoluments.*—When pension is partly debitable to Incorporated Local Fund or Pound Fund, the memorandum should take the form of history of services, entering local or provincial, as the case may be, under column 'Establishment.'

9. *Character and conduct.*—State merely good, bad, fair or indifferent without remarks, which should be made only when absolutely necessary to a right understanding of the case.

10. *Compensation pension owing to reduction of establishment.*—State why employment not found elsewhere, and what the amount of savings effected is.

11. *Delay.*—Explain delay in submission of application beyond a month.

12. *Gratuity.*—Inferior servants having sufficient superior service for pension are entitled to gratuity for inferior service, though retired at 55 years of age.

13. *Gratuity.*—Inferior servants are entitled to separate gratuity for superior service in addition to gratuity for inferior service.

14. *Gratuity.*—Inferior servants adding superior service to inferior for combined pension are not entitled to gratuity for the former.

15. *History of services.*—Give date, month and year of the various appointments, promotions and cessations. A month is reckoned as 30 days.

16. *History of services.*—When the applicant is acting, state his substantive appointment.

17. *History of services.*—Enter the several rates of acting allowances separately from pay.

18. *History of services.*—All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

19. *Identification marks.*—Specify a few conspicuous marks, not less than four if possible.

20. *Leaves irregularly granted.*—State officer responsible and amount of allowances overdrawn.

21. *Leave to inferior servants.*—All periods of duly sanctioned leave count.

22. *Leave of all kinds* (save casual) to be entered in detail in service book.

23. *Leave to inferior servants without allowances.*—When treated as qualifying, specify in separate memorandum with particulars (1) extent to which it could have been granted with allowance; (2) how much of it actually availed of; and (3) the leave taken without allowances.

24. *Medical certificate*, if granted after applicant has ceased to do duty, state cause of delay.

25. *Medical certificate.*—Give reasons in case of retention in service after the grant of the certificate.

26. *Medical certificate* should invariably accompany the application.

27. *Medical certificate* should state particulars required under article 487 (*b*) in respect of applicants under 55 years and the explanation of the head of the office should be given under head 5 on the third page of the application.

28. *Medical certificate* should be granted only by Commissioned Medical officers, District Medical and Sanitary officers and Civil Surgeons, and not by a Warrant Medical officer, Civil Apothecary or Hospital Assistant.

29. *Medical certificate.*—The certifying officer should be one belonging to the same district, otherwise explanation should be given.

30. *Name.*—Specify in full house or country name of applicant and his father.

31. *Name.*—When initials or name of applicant are incorrectly given in the various records consulted, mention fact in forwarding the application to avoid unnecessary references from this office.

32. *Resignation of service.*—The head of the office should state its cause when it involves a break of service.

33. *Resignation of service.*—The head of the office should also state (1) whether he is in favour of condonation of such break, and (2) if he is, whether with or without a reduction of the pension or gratuity, otherwise admissible.

34. *Retirement date.*—According to service book, application, and last-pay certificate should correspond.

35. *Retirement*, if voluntary, state fact against head 5 in the third page of the application.

36. *Retiring pension.*—An officer over 55 years of age need not necessarily be recommended for superannuation pension, if entitled to retiring or invalid pension.

37. *Superannuation*, if ordered by Government, quote its order, number and date against head 5 in the third page of the application.

38. *Service.*—Cause of its termination in each appointment should be entered in service book and attested.

39. *Service in an acting appointment.*—If counting, state (1) whether appointment was fully vacant; (2) whether another counted service during the period; and (3) how original vacancy occurred, if applicant came in a chain of arrangement.

40. *Service in temporary appointment.*—State always whether or not the applicant retained a right to revert to substantive appointment furnishing a copy of the departmental order.

41. *Service, Foreign*, should, in every case, be supported by Government order sanctioning the transfer and a memorandum of contributions paid.

42. *Service book.*—State reason for omission of signature of the head of the office or that of the applicant in any case.

43. *Suspension or dismissal.*—When the order does not contain full particulars, a brief statement thereof should be appended. If order itself is not forthcoming, summary of available evidence should be sent with the application.

44. *Transfer* from qualifying to non-qualifying service under Government should be supported by a copy of the authority, stating whether transfer was voluntary or made under competent authority.

45. *Verification.*—In the column 'how verified' in the history of services, note the class of records against the entries, such as pay bills, acquittance rolls, etc.

46. *Verification.*—When fact of service in another office is not satisfactorily attested in the service book, a duly-certified abstract from the head of that office should accompany the application.

47. *Vernacular* entries should be accompanied by translations in English.

Note.—These directions will not in any way render a study of the Regulations unnecessary. Many of them are, however, reproductions of articles, which a lengthened experience has shown this office, are commonly disregarded.

XVII. The Board of Revenue is empowered to grant pensions and gratuities to Revenue and Forest subordinates whether in superior or inferior service drawing Rs. 20 a month, and less in cases in which such claims are certified by the Accountant-General to be admissible under the strict letter of the Civil Service Regulations. Applications on behalf of persons employed in the following establishments should therefore be submitted for sanction to the Board of Revenue through the Accountant-General instead of to Government:—

(*a*) Collector's establishments including establishments of the Sub-Collector, Head Assistant Collector, Assistant Collector and Deputy Collector,

(*b*) Revenue Settlement,

(*c*) Inam Commission,

(*d*) Salt and Abkári,

(*e*) Customs,

(*f*) Income-tax,

(*g*) Stamps, and

(*h*) Forests.

XVIII. The Inspector-General of Police also is empowered to grant pensions and gratuities to police officers on pay not exceeding Rs. 20 a month in cases in which there is no doubt as to the admissibility of the claim under the rules contained in Civil Service Regulations.

XIX. Officers who have retired from the service should be required to furnish information to the head of their late office regarding their place of residence, in case it should be necessary to obtain further information from them.

XX. Pension applications should not be treated as papers which may be dealt with in ordinary course; but their disposal as well as subsequent references, if any, from the Accountant-General or any other officer should be regarded as emergent.

W. MICHAEL,
Offg. Accountant-General.

Government {1897} of Madras.

PENSION.

Recd. } 1897. *Enclosures*

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G.O., No. 530, 14th July 1897.

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(*b*) In Rule VII for the words "once a year," will be substituted the words "in January of every year."

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(True Extract.)

d/c

For ~~Ag.~~ Secretary to Government.

To the Accountant-General, with copy of rules.
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- Political Dept - do
- Educational do do
- Ecclesiastical do do
- Public works Dept.

Exd. T. K. Narayana Aiyangar.

500 Copies.

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13. *Gratuity.*—Inferior servants are entitled to separate gratuity for superior service in addition to gratuity for inferior service.

14. *Gratuity.*—Inferior servants adding superior service to inferior for combined pension are not entitled to gratuity for the former.

15. *History of services.*—Give date, month and year of the various appointments, promotions and cessations. A month is reckoned as 30 days.

16. *History of services.*—When the applicant is acting, state his substantive appointment.

17. *History of services.*—Enter the several rates of acting allowances separately from pay.

18. *History of services.*—All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

19. *Identification marks.*—Specify a few conspicuous marks, not less than four if possible.

20. *Leaves irregularly granted.*—State officer responsible and amount of allowances overdrawn.

21. *Leave to inferior servants.*—All periods of duly-sanctioned leave count.

22. *Leave of all kinds* (save casual) to be entered in detail in service book.

23. *Leave to inferior servants without allowances.*—When treated as qualifying, specify in separate memorandum with particulars (1) extent to which it could have been granted with allowance; (2) how much of it actually availed of; and (3) the leave taken without allowances.

24. *Medical certificate*, if granted after applicant has ceased to do duty, state cause of delay.

25. *Medical certificate.*—Give reasons in case of retention in service after the grant of the certificate.

26. *Medical certificate* should invariably accompany the application.

27. *Medical certificate* should state particulars required under article 487 (*b*) in respect of applicants under 55 years and the explanation of the Head of the office should be given under head 5 on the third page of the application.

28. *Medical certificate* should be granted only by Commissioned Medical officers, District Medical and Sanitary officers and Civil Surgeons, and not by a Warrant Medical officer, Civil Apothecary or Hospital Assistant.

29. *Medical certificate.*—The certifying officer should be one belonging to the same district, otherwise explanation should be given.

30. *Name.*—Specify in full house or country name of applicant and his father.

31. *Name.*—When initials or name of applicant are incorrectly given in the various records consulted, mention fact in forwarding the application to avoid unnecessary references from this office.

32. *Resignation of service.*—The Head of the office should state its cause when it involves a break of service.

33. *Resignation of service.*—The Head of the office should also state (1) whether he is in favour of condonation of such break, and (2) if he is, whether with or without a reduction of the pension or gratuity otherwise admissible.

34. *Retirement date.*—According to service book, application and last-pay certificate should correspond.

35. *Retirement*, if voluntary, state fact against head 5 in th third page of the application.

36. *Retiring pension.*—An officer over 55 years of age need no necessarily be recommended for superannuation pension, if entitled t retiring or invalid pension.

37. *Superannuation*, if ordered by Government, quote its order number and date against head 5 in the third page of the application.

38. *Service.*—Cause of its termination in each appointment shoul be entered in service book and attested.

39. *Service in an acting appointment.*—If counting, state (1) whether appointment was fully vacant; (2) whether another counte service during the period; and (3) how original vacancy occurred, applicant came in a chain of arrangement.

40. *Service in temporary appointment.*—State always whether not the applicant retained a right to revert to substantive appointmer furnishing a copy of the departmental order.

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42. *Service book.*—State reason for omission of signature of t Head of the office or that of the applicant in any case.

43. *Suspension or dismissal.*—When the order does not cont full particulars, a brief statement thereof should be appended. If or itself is not forthcoming, summary of available evidence should be se with the application.

44. *Transfer* from qualifying to non-qualifying service un Government should be supported by a copy of the authority, stat whether transfer was voluntary or made under competent authority.

45. *Verification.*—In the column 'how verified' in the history of services, note the class of records against the entries, such as Pay bills, acquittance rolls, &c.

46. *Verification.*—When fact of service in another office is not satisfactorily attested in the service book, a duly-certified abstract from the Head of that office should accompany the application.

47. *Vernacular* entries should be accompanied by translations in English.

Note.—These directions will not in any way render a study of the Regulations unnecessary. Many of them are, however, reproductions of articles, which a lengthened experience has shown this office, are commonly disregarded.

XVII. The Board of Revenue is empowered to grant pensions and gratuities to Revenue and Forest subordinates whether in superior or inferior service drawing Rs. 20 a month, and less in cases in which such claims are certified by the Accountant-General to be admissible under the strict letter of the Civil Service Regulations. Applications on behalf of persons employed in the following establishments should therefore be submitted for sanction to the Board of Revenue through the Accountant-General instead of to Government :—

(*a*) Collector's establishments including establishments of the Sub-Collector, Head Assistant Collector, Assistant Collector and Deputy Collector,
(*b*) Revenue Settlement,
(*c*) Inam Commission,
(*d*) Salt and Abkári,
(*e*) Customs,
(*f*) Income-tax,
(*g*) Stamps, and
(*h*) Forests.

XVIII. The Inspector-General of Police also is empowered to grant pensions and gratuities to police officers on pay not exceeding Rs. 20 a month in cases in which there is no doubt as to the admissibility of the claim under the rules contained in Civil Service Regulations.

XIX. Officers who have retired from the service should be required to furnish information to the Head of their late office regarding their place of residence, in case it should be necessary to obtain further information from them.

XX. Pension applications should not be treated as papers which may be dealt with in ordinary course; but their disposal as well as subsequent references, if any, from the Accountant-General or any other officer should be regarded as emergent.

W. MICHAEL,
Offg. Accountant-General.

Pension
~~Revenue~~ Department.

Issue [illegible] 28.6.97

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read Circ No 433

Hon the Govr [illegible]

Revised draft
P.T.O. for rough draft orders.

[illegible]
26/6/97

Issue 28/6/97

G.O. 14th July 1897 No 530.

The rules drawn up by the Acc are approved subject to the amendments noted below. They will be printed in pamphlet form & communicated to all Heads of Departments concerned for information & guidance. Heads of Depts will indent on the Supdt of the Govt Press for the No of copies required in each Dept.

2.(a) In Rule V for the words, "after being duly attested by the Head of that office, the book should be trans~~ferred~~mitted to the Head of the office to which the officer has been transferred", ~~the words~~ will be substituted the words, "the book after being duly verified to date & attested (Vide Rule VII) by the Head of that office, should be transmitted to the Head of the office to which the officer has been transferred."

23/6/97
24/6/97

In Rule VII for the words "once a year" will be substituted the words "in ~~April~~ January of every year."

Rule XV will be amended to read as follows

"The above procedure should be followed also by Officers of the other Departments noted in the margin. The Heads of these Departments should nominate some Officer of their respective Depts for the due performance of the duties described in Rule XIII in lieu of the Treasury Dy Collector & should also define for their respective departments the term Head of the Office as used in these rules."

Judicial
Education
Registration
Medical
Police
Marine
Ecclesiastical
Local Funds
Municipalities
Revenue Survey & Settlement
Salt Abkari
Customs administration

3. The Govt trusts that a strict attention to the rules now issued will prevent for the future the great delays in the preparation & submission of pension applications which the Govt has so often noticed with concern.

To the Acctt Genl
The Pub Dept
Judl Dept
Rev Dept
P.W. Dept

for communication to Depts under

April is not the first month of the financial year and is a very busy month in all the offices than many others. In January the time of the year to be a reasonable period of
I think fit to fix for the purpose to either. Ask C. S.

[illegible]

January will be agreed to mention

29

NOTE FOR THE SECRETARY.

The rules as framed provide for the verification of service books in all Depts save the P.W.D. (Vide Rule XV)

Should the Draft to the other Depts counter initials?

[illegible]
29.5.97

Yes
[illegible]

Circulate accordingly after draft has been passed by Secy.
[illegible]
1.6.97

Pension (1897) Department.

CURRENT No. 433

[illegible] Govt CS

The Hon Mr CS.
" " " Sec R.D.
" " " Sec Marine D
The Sec L & M D
for favour of consideration (with ref to Rule XX)

From The Offg. Acct. General, Madras.

No. 928/38

The Govt approves generally of the [illegible] proposed by the Acctt Genl. in his letter read [illegible] they will be communicated to all Depts. for information & guidance.

[illegible] The rules [illegible] up by the Acct Genl are with the amendments noted below [illegible] They will be printed in [illegible] form, and communicated [to the He]ads of Depts concerned for [informat]ion & guidance.

3. The Govt trusts that a strict attention to the rules now issued will prevent
for communication to Hds of Depts. under them.

[illegible] for the future the delays in the preparation & [submissi]on of pension applications [which the] Govt has so often noticed & [condem]ned.

WC 29.5.97

[Propo]sed by the A.G. may, it is submd., [illegible] Hence draft order for approval.

[illegible] Govt having had.

Dated 19° May 1897.

Received 20th do

Registered 20th do

Enclosures
Head of Depts. will indent on the Supt. of the Govt Press for the no. of copies required in each Dept.
WC 1.6.97

Spare copies
2. Rule XX will be amended to read as under (Enter amended rule)
Please see fair draft for other amendments.
WC 1.6.97

SUBJECT.

Fordg. a set of rules for the maintenance and verification of service books and submission of pension applications.

[signature] 3/6/97. [signature] 5.6.97 [signature] 10/6/97 W.H. for [illegible] 12.6.97

P.T.O.

occasion of late to notice considerable delay in sending up Pension papers owing to careless verification of service books (Vide note under G.O. No 228 of 18-3-97) asked the Acct Genl to draw up a complete set of instructions which would secure complete verification & also define on whom the duty of such verification lies. The instructions as now drawn up by the Acct Genl are it is submitted admirably complete & thorough & due attention to them shd obviate all delay in future. The Acct Genl recommends that these instructions shd be printed in pamphlet form & copies supplied to all Officers in the Civil Dept. It is submitted that this recommendation may be accepted. A G.O. is submitted for approval

W.E.L. 29.5.97 [illegible] 31/5/97.

(B)

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

In the rules the term "Head of the Office" is used but it is not always possible to say who is, as in the case of the Taluk Bd? or a Municipal C[illegible] Shd this point be noticed

[illegible] 31/5/97.

Submitted that the rules are sufficiently clear [illegible] and that Rule XV as amended in pencil will meet the difficulty pointed out in other Dept.

W.E.L. 1.6.97

[illegible] 3/6/97.

Pension DEPARTMENT.

FORT ST. GEORGE,
Accountant-General's Office, 19 May 189[illegible]

No. Iae / 38

From
W. H. Michael Esqre,
Offg ACCOUNTANT-GENERAL TO THE GOVERNMENT OF MADRAS,

To
THE Secretary to Government,
Pension Department.

SIR,

With reference to Government Order No.[illegible] dated the 30th of March 1897, I have the honour to forward, herewith, a set of rules for the maintenance and verification of Service books, and the submission of Pension applications and to state that a strict observance on the part of verifying and other Officers of the instructions contained therein will tend to prevent the great delays in the preparation and submission of Pension applications which have been noticed by Government.

The rules are divided into three parts relating respectively to (1) the maintenance and verification

verification of Service books; (2) the procedure to be observed preparatory to retiring an officer from service; and (3) that to be followed after retirement.

I would suggest that, if the rules are approved by Government, they may be printed in pamphlet form and circulated to all officers of the Civil Department for information and guidance.

I have the honour to be,
Sir,
Your Most Obedient Servant,

W Mitchell

Offg: Accountant General.

[L & M. 300-3-12-36]

Local & Municipal Dept.

NOTE FOR THE Secretary.

In No. V of the rules proposed by the Accountant-General, provision should be made for the entries in the service book of an officer transferred from one office to another being verified up to the date of such transfer and for the usual certificate to that effect being recorded by the Head of the office. This will obviate the necessity for the service book being returned at the time of the annual verification, to the office in which the officer was formerly employed.

2. In rule VII, January or April should be prescribed as the month in which the annual verification of service books should be conducted. The ruling that they should be taken up "once a year" is indefinite and no uniformity of practice is likely to be secured.

3. In the Departments

Yes: It is desirable the explicit on these points. The omission to verify up to date on transfer is of constant occurrence

S.R. 17/5

S.R.

noted in the margin of Ru[illegible]
"Municipalities" should be
serted immediately below
Funds" as some of the Munic[illegible]
employes are entitled to p[illegible]
- vide nos 1, 3 and 4 of the
Municipal rules in G.O. N[illegible]
dated 7th August 1891. (Fl[illegible]

7/6
8.A.

V.R.
16/6/97

Please see above
8.A. 17/6/[illegible]

To Pension Dept as

Secy
for orders.

The suggestion might a[illegible]
& are given effect to in a [illegible]
fair draft G.O.

[illegible]
19.6.97

Yr.
[illegible]

G.
73
[illegible]-30-7-96.

NOTE FOR THE Pension Dept.

Counter-initialled It is thought ~~Suggested~~ that it would save trouble if depts. and heads of depts. were told to indent on the Supdt. Govt. Press for the number of copies of the pamphlet required by them

[illegible]
4.6.97

[illegible]
10/6/97.

Secy.

The suggestion seems useful & the G.O. is amended accordingly submitted for approval before circulation to H.M.

[illegible]
11.6.97

Seen & approved.

[illegible]

C. 465

The following consolidated instructions regarding the maintenance and verification of Service books and the submission of pension applications are furnished for the information and guidance of all Officers employed in the Civil Department.

Part I - Maintenance and verification of Service books.

I. Every non-gazetted officer holding a substantive appointment on a Permanent Establishment should keep a Service book in the form prescribed in Articles 878 and 879 of the Civil Service Regulations, 2d Edition, in which every step in an officer's official career as well as all changes affecting his position should be recorded concurrently with their occurrence, and be at once attested by the Head of his office.

II. A clerk in each office should be entrusted with the preparation and maintenance of Service books, and should be held personally responsible for their correctness and

and completeness. He should note in each Service book every change in the order of its occurrence, and after the entry has been duly verified by reference to Departmental orders, Pay bills, Leave Statements or other official documents, should have it attested by the Head of the Office.

III. The verification of entries made by a Clerk in Service books may be entrusted to his immediate Departmental Superior, if the Head of the Office sees fit, but the responsibility as to their accuracy will rest with the latter Officer who has to attest them.

IV. The Clerk entrusted with the duty of maintaining service books should see that:-

(a) the dates of commencement and termination of service in an appointment with the rate of pay are correctly noted.

(b) leave of all kinds (except casual) is duly recorded in detail.

(c) suspensions, degradations, dismissal or removal from service on account of misconduct or inefficiency, are duly noted with a brief note of explanation;

(d) cause of termination of service, whether by promotion, transfer, degradation &c, is duly given;

(e) the deputation of an Officer to temporary appointment, if any, under Article 410 of the Civil Service Regulations, is duly noted in the proper column.

(f) all erasures or interpolations are duly initialled by the Head of the Office;

(g) the necessary signatures of the several Officers are obtained in the proper columns.

(h) no certificates of character are entered in Column 13.

(i) the Surname or housename of the Officer is correctly given.

V. When an Officer is transferred, whether permanently or temporarily from one Office to another, the necessary entry of the nature and the reason of the transfer, should be made in his service book in the Office from which the Officer is transferred, and after being duly attested by the Head of that Office, the book should be transmitted to the Head of the Office to which the Officer has been transferred, who will thence

forward

forward have the book maintained in his office. If he should find any error or omission in the book on receipt he should return it to the forwarding officer for the purpose of having the error rectified or omission supplied before the book is taken over by him.

VI. The date of commencement of service in any appointment will be the date from which an Officer draws the pay of an appointment, and the date of termination the date up to which he drew such pay. Periods occupied in transit from one appointment to another will be reckoned as service in the appointment, the pay of which the Officer is allowed during transit.

VII. The service books in each Office should be taken up for verification once a year by the Head of the Office who, after satisfying himself that the services of the Officer concerned are correctly recorded in his service book in conformity with the above instructions, should record a certificate to that effect therein under his signature.

VIII. In regard to periods of service which cannot be verified from Office records such as Pay bills, acquittance rolls &c, an affidavit of the Officer concerned and evidence of his contemporary employer should be taken as occasion arises and attached to the service book, with the opinion of the then Head of Office, as to whether the period in question should be admitted or not.

IX. The Head of the Office, in recording the annual certificate of verification agreeably to rule VII, should, in the case of any portion of service that cannot be verified from Office records, distinctly state that for the excepted periods (naming them) a statement in writing by the Officer as well as his contemporary evidence is attached to the book.

X In the Land Revenue Department the duty of performing annual verification of service books is entrusted to the Treasury Deputy Collectors. The Divisional Officers should in such cases make it convenient, either during the Jamabandi, or when on tour in their taluks, to inspect the service books kept in the Tahsildars' and Deputy Tahsildars' Cutcherries

cutcherries in their divisions and to see that they are properly maintained in accordance with these instructions, and take due notice of any instance of neglect or omission.

XI. Whenever an Officer is transferred to Foreign Service, the Head of his Office should forward his service book to the Accountant General for the purpose of the transfer being duly noted in it, agreeably to Article 885 of the Civil Service Regulations. The same procedure should be followed when the Officer reverts to Government Service or proceeds on leave while in Foreign Service.

Part II - Procedure preparatory to retiring an Officer from Service.

XII. Whenever an Officer of the Land Revenue Department employed in an Office subordinate to a Divisional Officer applies for pension, or whenever it is thought desirable to retire him, the immediate Head of his Office should prepare a draft application for pension, and forward it with the Officer's service register through the Divisional Officer to the Treasury Deputy Collector who, after due scrutiny and such further enquiry as may be necessary, will return the service register to the Divisional Officer certifying that all information is ready for the immediate completion of the pension application. Then and not till then may the retirement of the Officer be recommended or his application for pension be accepted. In either case the Divisional Officer will at once address the Collector for orders. On receipt of the Divisional Officer's communication, the Collector will pass final orders as to the date from which the Officer should retire or be pensioned, which order will be communicated to the Divisional Officer to be given effect to and to the Treasury Deputy Collector for the preparation of the final application for pension and for its submission to the Collector for signature. This procedure will prevent delay in the submission of Pension applications and guard against Officers being retired who may have yet a few months to complete service entitling them to a higher rate of pension.

XIII. Where the immediate head of an Office subordinate to the Divisional Officer finds

finds an officer unfit for service and his examination by a Medical officer is considered imperative, he should at once report the fact to the Divisional officer forwarding a draft application for pension or gratuity as the case may be along with the Service register. The Divisional officer will forthwith send them to the Treasury Deputy Collector who after such further enquiry (if any) as may be necessary should certify that the pension or gratuity application is ready for signature. On receipt of this certificate (but not till then) the Divisional Officer will address the Medical Officer requesting him to examine the officer and furnish him (the Divisional officer) with a certificate as to his fitness or otherwise for further service. A copy of his letter to the Medical Officer should be sent to the Treasury Deputy Collector through the Collector. Immediately on receipt of the Medical Officer's certificate, the Divisional officer will issue the necessary orders in case the officer is declared fit. In case the certificate declares him to be unfit for further service, the Divisional officer will without delay forward it to the Treasury Deputy Collector through the Collector who will pass orders for the immediate preparation of the final application for pension or gratuity and communicate them to the Divisional officer so that effect may be given thereto by dispensing with the officers services from the date of the Medical Certificate. The Treasury Deputy Collector will, without delay, prepare the pension or gratuity application and obtain the Collector's signature to the same. As soon as the pension or gratuity application is submitted to the Accountant-General, the Treasury Deputy Collector will inform the Divisional officer. The Divisional officer will if in any case there appears to be undue delay in the submission of the pension application (i.e. if the Treasury Deputy Collector delays more than a month in informing him) — invite the attention of the Treasury Deputy Collector to the delay in order to avoid the chance of a pension application being mislaid.

XIV. The above procedure should be strictly observed so that in future there may be no delay in the submission of pension applications to Government. The Collector should warn all Tahsildars, Deputy Tahsildars and Taluk Head Accountants that he will hold them personally responsible for neglect or disobedience in respect of these orders.

XV. The above procedure should be followed also by Officers of other departments noted in the margin, who should nominate some Officer of their respective Departments for the due performance of the duties described in rules XIII in lieu of the Treasury Deputy Collector.

- ✓ Judicial.
- ✓ Education.
- ✓ Registration.
- ✓ Medical.
- ✓ Police.
- Marine.
- ✓ Ecclesiastical.
- ✓ Local Funds.
- ✓ Revenue Survey and Settlement.
- ✓ Salt. Abkari. Customs. administration.

Part III Procedure after retirement of an Officer from Service.

— . —

XVI. Before despatching an application for Pension or Gratuity to the Accountant General the Head of an Office should satisfy himself that the application has been prepared in conformity with the instructions issued by the Accountant General, which are reproduced here for ready reference.

1. Affidavit or contemporary evidence should be submitted for such periods of service as are not verifiable from records.

2. Affidavit or contemporary evidence should state in full details (1) whether applicant was in permanent employ and (2) whether there were any breaks in the service or any leave granted.

3. Age. — When precise date of birth is not known 1st July of the year of birth should be assumed.

4. Age: as given in service book if subsequently amended should be supported by a Government Order approving the alteration.

5. Age of incapacity to continue in service — Superior 55 and inferior 60.

6. Alterations. — Make in red ink and initial.

7. Average emoluments. — Append a Memorandum of Calculation with reference to Articles 530-532, Civil Service Regulations.

8. Average emoluments. — When pension is partly debitable to Incorporated Local Funds or

or Pound Fund, the Memorandum should take the form of history of Services, entering local or provincial, as the case may be, under column 'Establishment'.

9. Character and Conduct.— State merely good, bad, fair or indifferent without remarks which should be made only when absolutely necessary to a right understanding of the case.

10. Compensation Pension owing to reduction of Establishment.— State why employment not found elsewhere, and what the amount of savings effected is.

11. Delay.— Explain delay in submission of application beyond a month.

12. Gratuity.— Inferior servants having sufficient superior service for pension are entitled to gratuity for inferior service though retired at 55 years of age.

13. Gratuity.— Inferior servants are entitled to separate gratuity for superior service in addition to gratuity for inferior service.

14. Gratuity.— Inferior servants adding superior service to inferior for combined pension are not entitled to gratuity for the former.

15. History of Services.— Give date, month and year of the various appointments, promotions and cessations. A month is reckoned as 30 days.

16. History of services.— When the applicant is acting, state his substantive appointment.

17. History of Services.— Enter the several rates of acting allowances separately from pay.

18. History of services.— All periods not reckoned as service should be distinguished and reasons for their exclusion given in the remarks column.

19. Identification marks.— Specify a few conspicuous marks, not less than four if possible.

20. Leaves irregularly granted.— State officer responsible and amount of allowances overdrawn.

21. Leave to inferior servants.— All periods of duly sanctioned leave count.

22. Leave of all kinds (save casual) to be entered in detail in service book.

23. Leave to inferior servants without allowances. — When treated as qualifying, specify in separate memorandum with particulars (1) extent to which it could have been granted with allowance; (2) how much of it actually availed of; and (3) the leave taken without allowances.

24. Medical Certificate if granted after applicant has ceased to do duty, state cause of delay.

25. Medical Certificate. — Give reasons in case of retention in service after the grant of the certificate.

26. Medical Certificate should invariably accompany the application.

27. Medical certificate should state particulars required under Article 487(b) in respect of applicants under 55 years and the explanation of the head of the office should be given under head 5 on the third page of the application.

28. Medical certificate should be granted only by commissioned medical officers, district medical and sanitary officers and civil surgeons and not by a warrant medical officer, civil apothecary or hospital assistant.

29. Medical certificate. — The certifying officer should be one belonging to the same district, otherwise explanation should be given.

30. Name. — Specify in full house or country name of applicant and his father.

31. Name. — When initials or name of applicant are incorrectly given in the various records consulted, mention fact in forwarding the application to avoid unnecessary references from this office.

32. Resignation of service. — The head of the office should state its cause when it involves a break of service.

33. Resignation of service. — The head of the office should also state (1) whether he is in favour of condonation of such break and (2) if he is whether with or without a reduction of the pension or gratuity otherwise admissible.

34. Retirement date according to service book, application, and last pay certificate

certificate should correspond.

35. Retirement. — If voluntary, state fact against head 5 in the third page of the application.

36. Retiring pension. — An officer over 55 years of age need not necessarily be recommended for superannuation pension if entitled to retiring or invalid pension.

37. Superannuation if ordered by Government, quote its order number and date against head 5 in the 3d page of the application.

38. Service. — Cause of its termination in each appointment should be entered in service book and attested.

39. Service in an acting appointment. — If counting, state (1) whether appointment was fully vacant; (2) whether another counted service during the period; and (3) how original vacancy occurred if applicant came in a chain of arrangement.

40. Service in temporary appointment. — State always whether or not the applicant retained a right to revert to substantive appointment furnishing a copy of the departmental order.

41. Service, Foreign, should in every case be supported by Government order sanctioning the transfer and a memorandum of contributions paid.

42. Service book. — State reason for omission of signature of the head of the office or that of the applicant in any case.

43. Suspension or dismissal. — When the order does not contain full particulars, a brief statement thereof should be appended. If order itself is not forthcoming, summary of available evidence should be sent with the application.

44. Transfer from qualifying to non-qualifying service under Government should be supported by a copy of the authority stating whether transfer was voluntary or made under competent authority.

45. Verification. — In the column "How verified" in the history of services, note the

the class of records against the entries, such as pay bills, acquittance rolls, &c.

46. Verification. — When fact of service in another office is not satisfactorily attested in the service book, a duly certified abstract from the head of that office should accompany the application.

47. Vernacular entries should be accompanied by translations in English.

Note. — These directions will not in any way render a study of the Regulations unnecessary. Many of them are, however, reproductions of articles which a lengthened experience has shown this office are commonly disregarded.

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XVII. The Board of Revenue is empowered to grant pensions and gratuities to Revenue and Forest subordinates whether in Superior or Inferior service drawing Rs 20 a month and less in cases in which such claims are certified by the Accountant General to be admissible under the strict letter of the Civil Service Regulations. Applications on behalf of persons employed in the following Establishments should therefore be submitted for sanction to the Board of Revenue through the Accountant General instead of to Government.

(a) Collectors Establishments including Establishments of the Sub Collector, Head Assistant Collector, Assistant Collector and Deputy Collector.
(b) Revenue Settlement.
(c) Inam Commission
(d) Salt and Abkari.
(e) Customs.
(f) Income Tax.
(g) Stamps and
(h) Forests.

XVIII. The Inspector General of Police also is empowered to grant pensions and gratuities to Police Officers on pay not exceeding Rs 20 a month in cases in which there is no doubt as to the admissibility of the claim under the rules contained in Civil Service Regulations.

XIX. Officers who have retired from the service should be required to furnish information to the Head of their late office regarding their place of residence in case it

it should be necessary to obtain further informa-
-tion from them.

XX. Pension applications should not be treated as papers which may be dealt with in ordinary course; but their disposal as well as subsequent references if any from the Accountant General or any other Officer should be regarded as emergent.

W Michael

Offg. Accountant General.

1—10

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