

ORDINARY, MS.

Public	DEPARTMENT.
G.O., DATED	5 Sept 90
No.	630

Despatch
 When given for copying *9/9*

[Despatch Abstract].

Pension Dept. proposes prescribing
 certain rules in view to preventing
 the unnecessary accumulation
 of Service Books of Officers
 that have left the ^{govt} service.
 Warrant to all Heads of Dept.
 under the Public.

READ AGAIN ORDER OF GOVERNMENT, DATED
18 No. MISCELLANEOUS.

ENCLOSURES.

CURRENT No. 2510

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

N.B.—

- A = Copy in full.
- B = Not to be copied.
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A A

Despatch *done 10/9*
Despatch the
Pension for only
all Hds. of Dept
under Public
Run
9/9

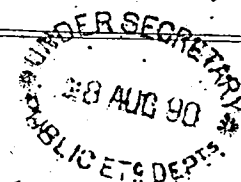
Public L² 2510
Govt. of {1890} Madras.
PENSION.

Issued

Recd. 28-8-90

Encl.

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



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.

11/10/90

F. 13-9

N. Mis

Order 5th Sept 190 No. 630.

*bound to all Head
of depts under the
Public Dept for
guidance.*

*X
4 Sept*

Sept 10/9/90.

note.

*Cashkeeper, Chief Secret^y,
to note for guidance.*

J.S.B.

2/9/90.

(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.)

Receiv

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.

300 8/10

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.

(Signed) J. GROSE,
30th January 1890. 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, (Signed) R. C. C. CARR,
8th February 1890. 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.

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19TH AUGUST 1890, No. 937, PENSION.

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.

FINANCIAL { Accountant-General
Commissioner of Paper Currency
EDUCATIONAL { Director of Public Instruction
Commissioner for the Uncovenanted Civil Service Examinations

THE DISTRICT MAGISTRATE OF

Anantapur
North Arcot (Chittoor)
South Arcot (Cuddalore)
Bellary
South Canara (Mangalore)
Chingleput (Saidápet)
Coimbatore
Cuddapah
Ganjam (Chatrapur)
Godavari (Cocanada)
Kistna (Masulipatam)
Kurnool
Madura
Malabar (Calicut)
Nilgiris (Ootacamund)
Nellore
Salem
Tanjore
Tinnevely
Trichinopoly
Vizagapatam

DISTRICT AND SESSION JUDGE
OF

North Arcot (Chittoor)
South Arcot (Cuddalore)
Bellary
South Canara (Mangalore)
Chingleput
Coimbatore
Cuddapah
Ganjam (Berhampore)
Godavari (Rajahmundry)
Kistna (Masulipatam)
Kurnool
Madura
North Malabar (Tellicherry)
South Malabar (Calicut)
Nellore
Nilgiris (Ootacamund)
Salem
Tanjore (Tanjore)
Tinnevely (Palamecottah)
Trichinopoly
Vizagapatam

pub
DEPARTMENT.

List showing the distribution of the Proceedings of Government,
dated 5th Sep^r 1920. No. 830

	Revenue Department	..	..	..	..
	Public Works Department	..	..	..	..
	Military Department	..	..	..	..
	Local and Municipal Department	..	..	..	..
JUDICIAL.	Honorable the Chief Justice with C. L.	..	..	..	..
	Inspector-General of Police	..	..	..	..
	Do. of Jails	..	..	..	..
	Do. of Registration	..	..	..	..
	Chief Presidency Magistrate	..	..	..	..
	Commissioner of Police	..	..	..	..
	Judges of the Madras Court of Small Causes	..	..	..	..
	Advocate-General	..	..	..	..
	Government Solicitor	..	..	..	..
	Administrator-General	..	..	..	..
	Sheriff of Madras	..	..	..	..
	Government Pleader	..	..	..	..
	Registrar of Joint Stock Companies	..	..	..	..
PUBLIC.	Surgeon-General with the Government of Madras	..	..	..	..
	Sanitary Commissioner	..	..	..	..
	Meteorological Reporter	..	..	..	..
	President, Board of Examiners	..	..	..	..
	Private Secretary to the Right Honorable the Governor	..	..	..	..
	Government Astronomer	..	..	..	..
	Superintendent, Government Central Museum	..	..	..	..
	Chemical Examiner	..	..	..	..
	Superintendent of Stationery	..	..	..	..
	Protector of Emigrants	..	..	..	..
	Superintendent, Government Press	..	..	..	..
	Tamil Translator to Government.	..	..	..	..
	Telugu do. to do.	..	..	..	..
POLITICAL.	Malayalum do. to do.	..	..	..	..
	Canarese do. to do.	..	..	..	..
	Hindustani do. to do.	..	..	..	..
	British Consular Agent, Pondicherry	..	..	..	..
	Resident in Travancore and Cochin	..	..	..	..
POLITICAL.	Paymaster, Carnatic Stipends	..	..	..	..
	Government Agent at Tanjore	..	..	..	..
	Political Agent at Pudukota	..	..	..	..
	Special Agent, South Arcot	..	..	..	..
	Political Officer, Vellore	..	..	..	..
ECCLESIASTICAL.	The Right Reverend the Bishop of Madras	..	..	..	..
	Venerable Archdeacon of Madras	..	..	..	..
	Senior Chaplain of the Church of Scotland	..	..	..	..
MARINE.	Presidency Port Officer	..	..	..	..
	Chairman, Harbour Trust Board	..	..	..	..

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10/9/20