

**Government of Nagaland
Department of Personnel and Administrative Reforms
(Administrative Reforms Branch)**

No. AR-3/Gen-175/2007

Dated Kohima, the 3rd October, 2016.

OFFICE MEMORANDUM

Sub: Maintenance of Service Books of all Government servants.

1. As per SR 196, the record of the service of a government servant is to be maintained by the respective Head of Departments. The Service Books must be maintained for every government servant. It should be verified every year by the Head of Department who should satisfy himself that the services of government servants concerned are correctly recorded in each Service Book. Whenever any candidate is appointed into government service against regular vacancy, the Service Books must be opened and the particulars recorded in his Service Book and each entry attested by the Head of Office. The Head of the Department must see that all entries are duly made and attested and that the service book contains no erasure or overwriting, all corrections being neatly made and properly attested. Further, the date of birth must be recorded both in words and in figures.
2. Instances have come to the notice of the Government where the Service Book of employee was not opened and maintained by the respective Administrative Departments. The Service Book must be opened and maintained both for non-gazetted and gazetted employees and particulars like leave accounts/promotions recorded in the Service Books.
3. Further, during the screening of Modified Assured Career Progression Scheme (MACPS) for eligible of upgradation of pay scale, the Service Books are to be made available to the Screening Committee, including the gazetted officers. All Departments should produce the Service Books to the Committee for grant of MACP Scheme.
4. Heads of Departments should ensure that Service Books are opened for all employees at the earliest.

Sd/- PANKAJ KUMAR, IAS

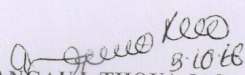
Chief Secretary to the Government of Nagaland

Dated Kohima, the 3rd October, 2016.

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Copy to :-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The P.S. to all Ministers/Parliamentary Secretaries, Nagaland, Kohima.
5. The OSD to the Chief Secretary, Nagaland, Kohima.
6. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/Secretaries, Nagaland, Kohima.
7. The Commissioner & Secretary, Nagaland Legislative Assembly, Nagaland, Kohima.
8. The Secretary, NPSC, Vigilance Commission, Nagaland Information Commission.
9. All Heads of Department, Nagaland.
10. All Deputy Commissioners, Nagaland.
11. All Nagaland Houses.


(ANGAU J. THOU), IAS

Secretary to the Government of Nagaland