

**GOVERNMENT OF NAGALAND  
PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT  
(ADMINISTRATIVE REFORMS BRANCH)  
NAGALAND: KOHIMA**

**OFFICE MEMORANDUM**

No. AR-3/Gen-175/2007

Dated : Kohima, the 4<sup>th</sup> May, 2021

**Sub: - Guidelines for maintenance of Service Book**

In continuation of P&AR O.M No. AR-3/Gen-175/2007, Dt. 20.06.2016, the following guidelines for maintenance of Service Book are hereby issued for compliance by all Government Departments with immediate effect.

1. All Government Employees appointed into service against regular vacancy must open Service Book
  - a) Service Books of gazetted employees will be opened and maintained by the Administrative head of Department only.
  - b) Service book of non-gazetted employees will be opened and maintained by the Head of Department only.
2. The particulars to be recorded in the service book are
  - a) Initial appointment details (date, scale of pay, designation etc)
  - b) Photo
  - c) Date of birth
  - d) GPF/NPS number
  - e) Service code (PIMS) on the first page of Service Book.
  - f) All transfers and postings
  - g) Promotions
  - h) Every period of suspension from employment and every other interruption in service must be noted promptly with full details of its duration.
  - i) Financial benefits (ACP/MACP etc)
  - j) Leave account.
  - k) Confirmation of Service
  - l) Pay fixation details.
  - m) Medical and Police verification reports.

All the above must be supplemented by copy of the respective orders to be pasted in the Service Book.

3. There must be no over writing or erasure.

4. Any change of name/surname has to be recorded along with the Government clearance.
5. Service book must be made available to the Screening Committee for an eligible Govt. employee being considered for upgradation of pay scale under MACP Scheme.
6. Service Books must be annually verified by the AHOD/HOD to check that the services of the employee are correctly recorded.
7. Attestation of Entries in Service Books: The AHOD/HOD can delegate, to a subordinate gazetted Officer as Attesting Officer under him, powers to attest entries in the Service Books of all gazetted Officers (except his own) for the maintenance of which he is responsible. The AHOD/HOD should however scrutinize at least ten per cent of these documents every year and initial the same in token of having done so.

**Sd/- R.RAMAKRISHNAN, IAS**  
Principal Secretary to the Govt. of Nagaland

Dated : Kohima, the 4<sup>th</sup> May, 2021

No. AR-3/Gen-175/2007

Copy to:-

1. The Commissioner & Secretary to the Governor of Nagaland, Kohima.
2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The OSD to the Chief Secretary, Nagaland, Kohima.
4. All AHODs/HODs for necessary compliance.
5. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
6. The Information Commission.