



NO.A.28011/1/023 – LADC/GAD (P&ARW)
LAI AUTONOMOUS DISTRICT COUNCIL
GENERAL ADMINISTRATION & CONTROL DEPARTMENT
PERSONNEL & ADMINISTRATIVE REFORMS WING

Dated Lawngtlai, the 2nd September, 2025.

OFFICE MEMORANDUM

Subject: Inspection/Verification of service book on a regular basis.

This is to bring the attention of all concerned departments under the Lai Autonomous District Council regarding maintenance of Service Books for government servants, as prescribed in Supplementary Rules(SR) 196, 197, and 198 and provisions of Rule 288 of the General Financial Rules, 2017(GFR).

2. Despite the fact that the rules governing the maintenance of service books in respect of government servants are contained in the FRs & SRs, GFRs a number of references have been received in this department for alteration of date of birth in the final stages of retiring, this practice is against the norms and principles of instructions issued from time to time by the government and may cause delays in the release of government servants and pending processing of pension-related matters.

3. Moreover, it has come to our attention that some departments are still engaging in the unauthorized reconstruction of service books or alterations of dates of birth without following the necessary procedures. It is important to note that any alteration of a government servant's date of birth or reconstruction of service books should be done with the sanction of the General Administration & Control Department (Personnel & Administrative Reforms Wing), provided that a request is made within the specified time as provided in Note 6 under Fundamental Rules (FR) 56. Any unauthorized reconstruction of service books or alterations of dates of birth will be considered a serious offense and will result in disciplinary proceedings against the government servants and officers who are involved in the maintenance of service books in their office or department.

4. Service Books maintained in the establishment should be verified every year by the Head of Department/Office who, after satisfying himself that the service of Government servants concerned are correctly recorded in each Service Book. The annual verification of service is intended to ensure that the Head of the Department/Office has satisfied himself that the Government servant's entire service as recorded in the Service Book, is completely borne out by actual facts. It is the duty of every Head of Department/Office to initiate action to show the Service Book to the Government servant concerned every year and to obtain their signature therein in token of their having inspected the Service Book. No part of the service book shall be left out during annual verification of service book especially Bio-data recorded in part-1. The Head of Department/Office must see that all entries are duly made and attested and the service book contains no erasure or overwriting. In the event that any unauthorized alterations are detected in service books or dates of birth/unauthorized reconstruction of service book, the head of Head of Department/office is required to promptly refer the case to the General Administration & Control Department (Personnel & Administrative Reforms Wing) for further action.

5. The date of birth recorded in the service book shall only be the basis for releasing a government servant from service. The release order should not be based on the date of birth recorded in other government documents, such as notifications, Office Orders, inter-se seniority lists, etc.

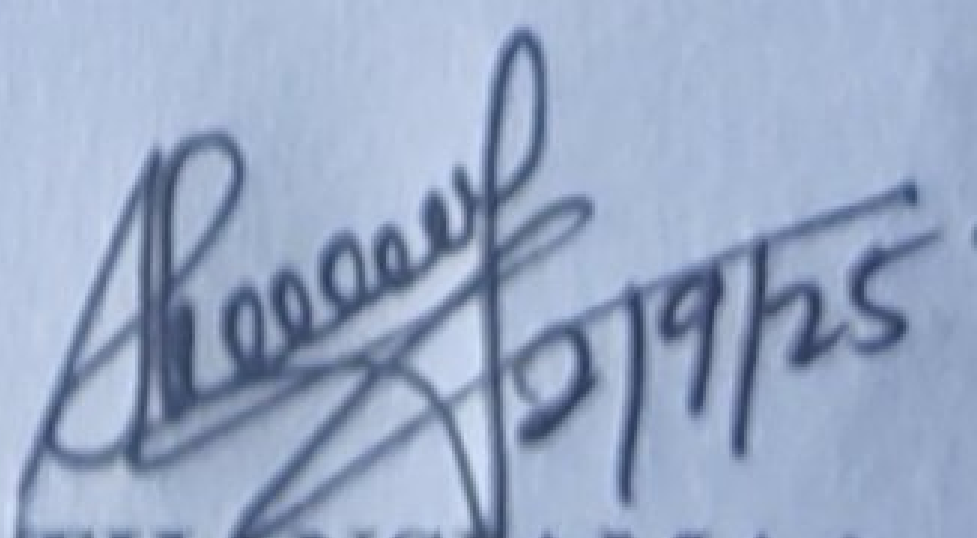
6. All concerned Heads of Departments are hereby instructed to ensure that their subordinates are made fully aware of and strictly adhere to the provisions relating to maintenance of service book outlined in the General Financial Rules (GFR), Fundamental Rules and Supplementary Rules (FR&SR), Central Civil Services (Pension) Rules, 1972, and Central Civil Services (Leave) Rules, 1972, as well as any other relevant instructions issued from time to time. It is imperative that the Verification of Service Book is conducted immediately in accordance with the relevant rules mentioned above, if it has not already been done or completed. It is mandatory for concerned departments to submit an action taken report to the undersigned in **Annexure-I or II** by September 2025 whichever is applicable.

7. Further, all concerned departments are reminded to conduct annual verification of service book every year in future and submit the same to GAD(P&ARW) in **Annexure-I or II** starting from this year, if not practiced in the department. Any departmental negligence resulting in complications in service matters will be taken seriously and appropriate action will be taken.

Sd/- K.LALTHANZARA
Executive Secretary
Lai Autonomous District Council
Lawngtlai.

Memo No. A. 28011/1/023-LADC/GAD(P&ARW) : Dated Lawngtlai the 2nd September, 2025
Copy to :

1. Addl. P.S to CEM, LADC.
2. PS to Chairman, LADC.
3. All PA to EMs, Office Holders LADC.
4. P resident & Recorder, LADC Court.
4. Secretary, DCS LADC for information and compliance.
5. EEO (MS) and EEO (PS) for information and compliance.
6. Secretary, Finance Department.
7. I & PRO for information to upload into website.
8. Superintendent, P&ARW.
9. Guard file.


(THANSIAMA)

Deputy Secretary to the Lai Autonomous District Council
General Admn. & Control Department
[Personnel & Administrative Reforms Wing]

ANNEXURE-1

CERTIFICATE

This is to certify that the service books of all employees maintained under this office establishment have been checked and it is found that no irregular/ doubtful alterations have been found to be made in the entries made in the service books.

Full Name and Signature of Head of Department with Seal

ANNEXURE-II

Name of Department : _____

Name of Office : _____

This is to certify that the service books of all employees maintained under this office establishment have been checked and it is found that there are alterations in the entries made in the service books which are irregular and doubtful. Detailed information on this behalf are furnished as follows-

Sl.No	Name of government servant	Designation	Service books verified up to..	Detection of alternation of entries made in the service book, if any	Remarks, if any
1	2	3	4	5	6

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Full Name and Signature of Head of office/Department with seal