

(9EU)

Verification of
Qualifying Service.

GOVERNMENT OF MAHARASHTRA
Finance Department.
Circular No. PEN/1077/CR-516/78/SER - 4.
Mantralaya, Bombay-400 032, Dated the 17th February 1979.

C I R C U L A R

CR1979021701

Under Government Notification, Finance Department, No. PEN-1076/CR-1182/76/SER-4, dated the 17th July 1976 read with Government Notification, Finance Department, No. PEN-1076/1298/CR-1182/76/SER-4, dated the 3rd June 1978, Government has laid down the procedure for forwarding the Service Books to Audit in respect of Government Servants who have completed 20/25 years of qualifying service, for verification. It is, however, noticed that no uniform procedure is being followed by the Heads of Departments/Offices while forwarding the Service Books for verification. As some of the points of basic importance such as suspension, confirmation, break etc. might be lost sight of, the Heads of Departments/Offices are instructed to forward the Service Books with the accompaniment (enclosed) in duplicate duly filled in to the Audit so that one copy can be returned to the Department duly verified by the Audit. This will ensure the complete verification of service by the Audit and the Departmental Officers would also complete the requirements before sending the Service Books for verification of qualifying service to the Audit Office.

2. According to the Instructions contained in Government Notification, Finance Department, No. PEN-1076/CR-1182/76/SER-4, dated the 17th July 1976, every Head of Department/Office is required to send every six months a list of Government Servants who would be completing 20/25 years of Service in the next six months to the Audit Office and thereafter the Service Books duly completed and verified by him as required under Bombay Civil Services Rule 177 alongwith the statement of qualifying service to be checked and verified by the Audit. It has however, been brought to the notice of Government that neither such lists nor service books duly completed for verification are being sent to the Audit Office by the Heads of Departments/Offices. The object with which Government orders were issued is not therefore fulfilled. Further in a number of cases this leads to delay in payment of final pension to retired Government servants. In order to avoid delay in finalisation of pension cases, Government directs that the instructions contained in the Government Notification cited above should be followed scrupulously. Government also directs that non-compliance with these instructions will be viewed by Government with concern.

By order and in the name of the Governor of Maharashtra,

A.D. GHODKE,
Under Secretary to Government,
Finance Department.

GCP.ROTA/F.D.-H-1222(7,000+5-2-79)-1.

To

- The Accountant General, Maharashtra I, Bombay (160 spare copies),
- The Accountant General, Maharashtra II, Nagpur (40 spare copies),
- The Pay and Accounts Officer, Bombay (40 copies),
- The Resident Audit Officer, Bombay,
- The Chief Auditor, Local Fund Accounts, Bombay,
- The Senior Deputy Director, Commercial Audit Circle, Worli, Bombay-400 018,
- The Secretary to Governor,
- The Secretary to Chief Minister,
- The Personal Assistants to all Ministers and Ministers of State,
- All Divisional Commissioners,
- *The Prothonotary and Senior Master, High Court of Judicature, Bombay,
- *The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
- *The Registrar, High Court of Judicature, Appellate Side, Bombay,
- *The Secretary, Maharashtra Public Service Commission, Bombay,
- *The Secretary, Maharashtra Legislature Secretariat, Bombay,
- The Chief Executive Officers of all Zilla Parishads,
- All Departments of the Mantralaya,
- All Heads of Departments and Heads of Offices under the various Departments of the Mantralaya,
- All Desks in Finance Department (5 copies to Librarian).

*By letter.

ACCOMPANIMENT TO GOVERNMENT CIRCULAR, FINANCE DEPARTMENT,
NO. PEN/1077/CR-516/78/SER-4, DATED THE 17th FEBRUARY 1979.

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Verification of Qualifying Service.

1. Name _____
2. Date of Birth _____
3. Date of Appointment _____
4. Boy Service, if any _____
5. Service as on
(date of verification) _____
6. Date of confirmation _____
7. Pension Rules opted.
In absence of any
Specific option, he
will be governed by _____
8. Whether service
verification for the
date of appointment
till to date has been
done under Bombay
Civil Services
Rule 207. _____
9. Suspension, Break etc.,
if any. _____
- (1) Whether regularised
if so, Number and
date of the order
and whether note has
been taken in the
service book.

10. Addition of "War service" * _____

11. Total Qualifying service as on _____

*A military verification certificate in the form prescribed in Appendix 'A' of the Ministry of Defence Letter No.52324/Gen./Org.-3(Records)(d)411-(Pen/Ser), dated 19th January 1963 incorporated in the Government of Maharashtra, Finance Department Memo No.PEN-1074-108-G-I/SER-4, dated 8th October 1975 to be sent.

Signature _____

(Head of the Office)

The above details have been verified with reference to the service book subject to the following remarks:

1. _____
2. _____
3. _____
4. _____

NOTE:- This report may be enclosed with the pension case when it will be forwarded to this office. Please acknowledge receipt of the service book.

Encl.:- 1 Service Book.

Accounts Officer.

By Regd. Post

No. Pr/ / /

H-1222(7,000+5-2-79)-2a.