GOVERNMENT OF ANDRHA PRADESH
ABSTRACT

Public services – Service Book – Maintenance of Service Book – Replacing the existing Service Book with e-Service Book – Amendment to Fundamental Rules provisions – Orders – Issued.

FINANCE (HR-II - FR) DEPARTMENT

G.O.MS.No. 99 Dated: 27-06-2018

Read the following:

1. G.O.Ms.No.200, Finance & Planning (FW.FR.I) Dept., dt.10.12.1999
2. Office Memo No.F.No.21011/15/2010-Estt.(Allowance), GoI, Ministry of Personnel, Public Grievance & Pensions Department of Personnel & Training, New Delhi, dt.05.04.2016.

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O R D E R:

According to Rules 1 and 2, Annexure II, Part III read with Fundamental Rule 74(a)(iv) of the Fundamental Rules, Service Book as prescribed in Form No. 10 of AP Fundamental Rules as amended in the orders first read above has to be opened for Gazetted and Non - Gazetted employees of the Government.

2. In the reference second read above, the Government of India have communicated a proposal to modernize the service Book to make it user friendly.

3. Government after careful consideration hereby order adoption e Service Book for the use of all Government employees to whom Fundamental Rules apply.

4. All the Government employees shall have e Service Book. The Service Books of existing employees shall be replaced with e Service Books. The Heads of Offices/ Heads of Departments who maintains Service Books of the employees shall update all the entries in the new format of e Service Book by 31-08-2018.

5. The following notification will be published in the Andhra Pradesh Gazette:

NOTIFICATION

In exercise of the powers conferred by the provision to Article 309 read with article 313 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Fundamental Rules, namely :-

AMENDMENT

In the said Fundamental Rules, for Form 10 under Part IV of Annexure II, the following form of e Service Book shall be substituted.

SERVICE BOOK

Contents

PART 1. PERSONAL DETAILS
PART 2. CERTIFICATES
PART 3. SERVICE DETAILS
PART 4. PAY DRAWN DETAILS
PART 5. LEAVE DETAILS
PART 6. LEAVE TRAVEL CONCESSION DETAILS
PART 7. INTEREST BEARING ADVANCES DETAILS
PART 8. GROUP INSURANCE SCHEME DETAILS
PART 9. SERVICE VERIFICATION DETAILS
PART 10. DEPARTMENTAL TESTS AND TRAININGS DETAILS
PART 11. INCENTIVES AND PUNISHMENTS DETAILS
PART 12. PENSION PROPOSALS

PART 1. PERSONAL DETAILS

1.	**Name & Surname**	
2.	**Service**	
3.	**Post Category**	
4.	**Employee ID**	

(immutable)

5. Photo

Photo at time of appointment	Photo after completing 18 years of service	Photo 12 months before date of retirement	Photo with spouse 12 months before retirement

6. Aadhaar Number

												Upload

7. Father/Mother/Spouse Name:

8. Place of Birth :

9. Date of Birth

Date		Month		Year			

(immutable)

Enter from calendar Upload SSC certificate

(a) Date of Superannuation:

(immutable)

Date		Month		Year			

(b) Type of retirement :

(To upload medical certificate in case of medical invalidation)

10. **Nationality** (immutable) : Indian

11. **Category** : ☐ SC ☐ ST ☐ BC ☐ Others

12. **Differently abled** : ☐ Yes ☐ No

13. **Family Details** :

S. No	Name of family member	UID & Mobile No.	Date of birth	Relationship (Spouse/Son/ Daughter/ Mother/ Father / Other dependent)	Date of marriage if married	Details of employment	Details of Death/ Divorce etc if any	Specimen signature	Left thumb impression

Upload bigamy declaration if any:

14. Education

Level	Qualification	From	To	School/ College/ Institute	Location	
SSC/10th Class						Upload certificate
Intermediate/ 12th Class						Upload certificate
Graduation						Upload certificate
Post Graduation						Upload certificate
PhD						Upload certificate
+ Other						Upload certificate

Upload Local Status Certificate

15. Address

Permanent Address :

Pin code:

Communication Address:

Pin code:

Mobile 1:

Mobile 2:

Email 1:

Email 2:

16. Home Town

Date DD/MM/YYYYY	Home town	Nearest railway station	Nearest airport	Attachment
On date of joining service (immutable)				
+				Upload orders

17. Account numbers

(i)

Bank	Branch Name	IFSC Code	Account Number

(ii) PAN number :

(iii) Provident Fund account number:

(iv) PRAN number :

(v) A.P.G.L.I. :

18. Identification

Identification marks : 1.
2.

Height (cm): :

19. Left Thumb Impression of Government servant

Digital Signature of the Employee

PART 2. CERTIFICATES

IMMUTABLE CERTIFICATES:

#	Subject	Certificate	
1	**Medical Examination**	□ Employee medically examined on and found fit. □ Original medical certificate kept in safe custody of authority	Upload medical certificate
2	**Character and antecedents**	□ Character and antecedents of employee are verified. □ Verification report kept in safe custody of authority	Upload police verification report
3	**Allegiance to the Constitution**	□ Employee has taken the oath of allegiance/affirmation to the Constitution. □ Form kept in safe custody of authority	Upload filled-up form attested by head of office
4	**Oath of Secrecy**	□ Employee has read the Official Secrets Act and Andhra Pradesh (CCA) Rules and has taken the oath of secrecy. □ Form kept in safe custody of authority	Upload filled-up form attested by head of office

MUTABLE CERTIFICATES :

5. Nominations

(i) Family Particulars

Date	Attach Certificate

(ii) Original or alternative nominees for GPF/ PRAN

Date	Attach Certificate

(iii) Descriptive Roles
Fill the Form 1 in Part 12 before 12 months prior to retirement.

(iv) DCR Gratuity and Family pension
Fill the Form 2 in Part 12. Fill once at the time of joining. Fill fresh form when there are changes.

(v) Details of Immovable Property Possessing at the time of Entry into Government Service and Acquired/Disposed subsequently (to be uploaded periodically):

PART-3. SERVICE DETAILS

1. Appointment and Posting details

Order No. and Date	Secretariat Department/ Head of the Department/ others/ Autonomous Organization	Substantive Post		Officiating Post			Date of Joining & Time
		Post	Nature	Post	Nature		
			□ Permanent □ Officiating		□ Permanent □ Officiating	Upload orders	
			□ Permanent □ Officiating		□ Permanent □ Officiating	Upload orders	

Grant in Aid post:
(Upload GIA certificate of teachers/Lecturers of Aided Schools and Colleges) pay to be refixed from the date of GIA (Minimum of the time scale Act 37)

i) Any G.O issued to consider consolidated pay for pensionary benefits in case of teachers.

2. Details of Service Regularization and Declaration of Probation:

Services Regularized w.e.f	Cadre	Under Rule	Under Service	Period of Probation

Date of declaration of probation	If the probation period is extended the reasons thereof	
DD/MM/YYYYY		Upload confirmation order

3. Transfer details

Order No. and Date	Secretariat Department/ Head of the Department/ other/ Autonomous Organization	Substantive Post		Officiating Post		
		Post	Nature	Post	Nature	
			□ Permanent □ Officiating		□ Permanent □ Officiating	Upload orders
			□ Permanent □ Officiating		□ Permanent □ Officiating	Upload orders

Date of Relief	Leave availed Before joining if any	Transit Period	Date of Joining in new post

4. Foreign Service details if any;

Orders and Date	Deputed to	Relieved	Extension orders if any	Re-joining into regular service

Upload orders

Period		Leave salary contribution	Pension contribution
From	To		
DD/MM/YYYY	DD/MM/YYYY		

5. Promotion details

Order No. and Date	Secretariat Department/ Head of the Department/ others/ Autonomous Organization	Substantive Post		Officiating Post			Date of Joining & Time
		Post	Nature	Post	Nature		
			□ Permanent □ Officiating		□ Permanent □ Officiating	Upload orders	
			□ Permanent □ Officiating		□ Permanent □ Officiating	Upload orders	

** **If promotion is within two (2) months of date of retirement, whether, against clear vacancy or not :** □ Yes □ No □ NA

6. REVERSIONS IF ANY

7. Leave salary details

Government/ Autonomous Organization	Period		Government/ Agency to which debitable	
	From	To		
				Upload orders
				Upload orders

8. Qualifying service for pension

Date of commencement of service qualifying for pension **DD/MM/YYYYY**	Scale of pay	Pay fixed	Non-qualifying service if any; (specify the provision)

PART 4. PAY DRAWN DETAILS

1. Salary details

(i) Annual increment details:

DD/MM/ YYYY	Secretariat Department/ Head of the Department/ Autonomous Organization	Substantive Post		Officiating Post		Increment	Other emoluments		
		Post	Scale of Pay	Post	Additional Pay				
									Upload orders
							Emolument	Pay	
									Upload orders
							Emolument	Pay	

(ii) Stoppage of increments if any;
upload order

(iii) Regulation of Pay due to awarding punishment/disciplinary action:
upload order

2. Details of salaries paid to the employee:

i. Emoluments (only when there is change in Pay due to release of increment)

Date DD/MM/YYYY	Pay	SP/F.P./PP	DA	HRA	Other allowances	CCA	Total

ii. Deductions and Net salary

GPF/CPS	APGLI	GIS	EHS	IT	PT	Others	Loans and Advances	Gross	Total deductions	Net

3. Pay fixation details (on promotion/special grade):

Date DD/MM/ YYYY	Scale of pay	Date of option for fixation of pay (upload fixation statement	Pay fixed Auto calculation	Date of next increment

4. Details of pay fixed under PRC:

Date DD/MM/ YYYY	Scale of pay	Date of option for fixation of pay (upload fixation statement for each PRC)	Pay fixed Auto calculation	Date of next increment

5. Details of New Pension Scheme:

6. Signatures:

Date	Establishment concerned	DDO	Head of Office

PART 5. LEAVE DETAILS

1. Casual Leave (CL/OH)

Year	Credited on 1st January	Debited					Grounds		Balance	
		From	FN/AN	To	FN/AN	Total days	Personal	Medical		
										Upload order
										Upload order

Note: This table is not applicable for physical registers.

2. Earned Leave (EL)

Year	1st January/ 1st July	Credited days	Debited					Grounds		LTC leave encashment	Balance	
			From	FN/AN	To	FN/AN	Total days	Personal	Medical			
												Upload order
												Upload order

3. Half Pay Leave (HPL)

Year	1st January/ 1st July	Credited days	Debited					Grounds		Balance	
			From	FN/AN	To	FN/AN	Total days	Personal	Medical		
											Upload order
											Upload order

4. Maternity Leave (ML)

Child	Year	Credited days	Debited					
			From	FN/AN	To	FN/AN	Total days	
1st Child		180						Upload order
2nd Child		180						Upload order

5. Child Care Leave (CCL)

Year	Credited days	Debited					Balance	
		From	FN/AN	To	FN/AN	Total days		
								Upload order
								Upload order

6. Paternity Leave (PL)

Child	Year	Credited days	Debited					
			From	FN/AN	To	FN/AN	Total days	
1st Child		15						Upload order
2nd Child		15						Upload order

7. Extra-ordinary Leave (EoL)

Leave					Grounds		
From	FN/AN	To	FN/AN	Total days	Personal	Medical	
							Upload order
							Upload order

8. Study Leave (SL)

Date	Credited days	Debited					Balance	
		From	FN/AN	To	FN/AN	Total days		
								Upload order
								Upload order

9. Other Leave if any

Type	Availed						
	From	FN/AN	To	FN/AN	Total days	Ground	
							Upload order
							Upload order

10. Period of Suspension/dies on if any non regularized:

PART 6. LEAVE TRAVEL CONCESSION DETAILS

Block period	Home town/ Anywhere	Whether availed 10 days leave encashment	Duration					Place of visit	Bill no. and date	Details			Upload order
			From	FN/AN	To	FN/AN	Total days			#	Name	Relationship	
										#	Name	Relationship	Upload order

PART 7. INTEREST BEARING ADVANce DETAILS

1. House Building Advance

Sanction order		Amount Sanctioned					Amount Drawn			Amount Recovered				Upload order	
Number	date	Purpose	Interest rate	Amount (Rs.)	No of instalments	Rate of instalment	Voucher No	Date	Amount (Rs)	Principal (P) (Rs)	Interest (I) (Rs)	Balance (Rs) P I	DDO Sign	Sanctioon order	Formalities fulfilled certificate

2. House Building Advance (repairs 1&2)

Sanction order		Amount Sanctioned					Amount Drawn			Amount Recovered				Upload order	
Number	date	Purpose	Interest rate	Amount (Rs)	No of instalments	Rate of instalment	Voucher No	Date	Amount (Rs)	Principal (P) (Rs)	Interest (I) (Rs)	Balance (Rs) P I	DDO Sign	Sanctioon order	Formalities fulfilled certificate

3. Motor Car/ Motor cycle Advance

Sanction order		Amount Sanctioned					Amount Drawn			Amount Recovered				Upload order	
Number	date	Purpose	Interest rate	Amount (Rs)	No of instalments	Rate of instalment	Voucher No	Date	Amount (Rs)	Principal (P) (Rs)	Interest (I) (Rs)	Balance (Rs) P I	DDO Sign	Sanctioon order	Formalities fulfilled certificate

4. Computer Advance

Sanction order		Amount Sanctioned					Amount Drawn			Amount Recovered				Upload order	
Number	date	Purpose	Interest rate	Amount (Rs)	No of instalments	Rate of instalment	Voucher No	Date	Amount (Rs)	Principal (P) (Rs)	Interest (I) (Rs)	Balance (Rs) P	Balance (Rs) I	DDO Sign	Sanctioon order	Formalities fulfilled certificate

5. Marriage Advance

Sanction order		Amount Sanctioned					Amount Drawn			Amount Recovere d				Upload order	
Number	date	Purpose	Interest rate	Amount (Rs)	No of instalments	Rate of instalment	Voucher No	Date	Amount (Rs)	Principal (P) (Rs)	Interest (I) (Rs)	Balance (Rs) P	Balance (Rs) I	DDO Sign	Sanctioon order	Formalities fulfilled certificate

6. Clearance Certificate

Upload certificate

PART 8. GROUP INSURANCE SCHEME DETAILS

Date of joining Government service	Date of admission to the GIS scheme	Group to which admitted	Rate of monthly contribution	From	To	Remarks
						Subscription @ appropriate to the group recovered from pay and allowances for the period from Jan to Dec
						Subscription @ appropriate to the group recovered from pay and allowances for the period from Jan to Dec

PART 9. SERVICE VERIFICATION DETAILS

1. Verification of Services by HOD

Date of verification		Verification of service Period (from dd/mm/yyyy to dd/mm/yyyy)	Details of compliance of observation of audit, if any.	Signatures	
By concerned establishment	By DDO			Establishment	DDO

2. Internal Audit by A.G.

Date of verification	Verification Period (yyyy to yyyy)	Comments of Internal Audit	Details of compliance of observation of audit.	Signature of Audit Officer

PART 10. DEPARTMENTAL TESTS AND TRAINING DETAILS

A. TESTS:

Name of the Test	Date of passing	
		Upload orders
		Upload orders

B. TRAININGS DETAILS

Name of the Training	Training Centre and Conducted by	Period of Training From To	Remarks if any
			Upload orders

PART 11. INCENTIVES AND PUNISHMENTS DETAILS

1. Incentives/Awards/Rewards/ Seva Patakam if any:

Incentives/ Awards	Period		Details	Date	
	From	To			
					Attach orders
					Attach orders

2. Punishments:

Punishments/Rewards	Period		Period treated as			Details	Date	
	From	To	On duty	On leave	Dias non			
								Attach orders
								Attach orders

PART 12. PENSION PROPOSALS

1. (i) **Employee Name and ID No. (auto populate)**

(tick mark one or more)	Name	Surname	UID	Mobile No./ Email Id
□ Employee □ Spouse □ Eligible family member pension rules				
□ Employee □ Spouse □ Eligible family member pension rules				
□ Employee □ Spouse □ Eligible family member pension rules				

(ii) Date of birth of employee (auto populate from part-I)

i. Date of retirement (auto populate from part-I)

ii. Type of retirement □ Superannuation
□ Voluntary
□ Compulsory
□ Medical Invalidation (upload medical certificate)
□ Others (Specify)

2. Death of employee

Date of death in case of family pension:

i. Attach death certificate
ii. Attach family members certificate from MRO
iii. Attach guardianship certificate from Pension Sanctioning Authority (In case of minor /mentally retarded children)

3. Pay Rules

Pay Rules applicable: Date of effect

4. Pension Rules

Pension Rules applicable:

5. Place of payment

(i) Name of DTO/STO

(ii) Bank Account details

6. Total Qualifying Service: (from yyyy/mm/dd to yyyy/mm/dd)

(i) Service in combined state of Andhra Pradesh:

(ii) Service in new state of Andhra Pradesh:

(iii) Service in Telangana State, if any:

(iv) Weightage u/r 29 of AP Revised Pension Rules, 1980:

(v) Non Qualifying Service:
- (a) Suspension not regularized
- (b) EOL on Private affairs
- (c) Dies Non
- (d) Any other service which does not count.

7. Willingness for Commutation of Pension (optional)
Percentage:

8. Pension Calculation
(i) Death cum Retirement Gratuity:
- (a) With held:
- (b) Recovery (HoA to be specified)
- (c) Reason

(ii) Commutation
a. Percentage:
b. Value:

(iii) Pension
a. Service Pension:
* Cut in pension if any; □ Yes □ No *
If yes: (Reasons)
□ Permanent
□ Temporary (mention the period)

a. Enhanced Family Pension:
b. Normal Family Pension:

9. Anticipatory/ Provisional pension
Sanctioned, if any: upload order
(G.O. in case of Gazetted officers for sanction of provisional pension)

10. Government dues pending:

Amounts to be recovered Rs.	Reasons	Mode of recovery (from DCRG and relief RG Plus Pension
Total		

11. Last Pay Details: (Auto Populate)

12. Last Pay Certificate:

1. Designation:
2. Date of Retirement:
3. Pay and Allowances drawn upto:

i. Pay Drawn.

Particulars	**Amount (Rs)**
Basic Pay	
PP/SP/FP	
DA	
HRA	
Addl. HRA	
CCA	
Total	

i. Deductions.

Particulars	**Amount (Rs)**
GIS	
PT	
EHS	
Total	

i. Increments due, if any, before retirement / next month of retirement which counts for pension

Particulars	**Basic Pay (Rs)**	**Date**
Date of next annual increment		
Date of notional increment, if any		

Note: For pension calculation only.

SANCTION ORDER/ADMISSIBILITY REPORT

Sri/Smt./Kum. ---------- S/o ----------, ---------- Department, ---------- is retiring from public service after attaining the age of superannuation on ..... Pensionary benefits including commutation found admissible under the rules may be authorized. It is verified from the records in my custody and certifies that no disciplinary or judicial proceedings are pending / contemplated against retiring/ retired government servant to whom I am the authority for sanction of pension.

i. Service pension : Rs.
ii. Retiring gratuity : Rs.
iii. Commutation as per eligibility : Rs.
iv. Family pension
   a. Enhanced family pension : Rs.
   b. Normal family pension : Rs.
   c. Pension in case of disabled/Minor Children if any :

(Guardianship certificate in case of Minors/disabled to be uploaded wherever necessary)

Office Seal

Signature and Designation of Pension Sanctioning Authority

Date:

Signatures:

	Designation with EID	Sign	Date	Mobile Number
Employee				
DDO				
Pension Sanctioning Authority				

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDDADA RAVICHANDRA
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)

To
All the Departments of Secretariat.
All Heads of the Departments.
The Principal Accountant General, AP, Hyderabad.
The Commissioner, Printing, Stationary and Stores Purchase, Vijayawada for publication in the Gazette.
All Service Associations.
Copy to:
All Chief Executive Officers of Zilla Parishads.
The Director of Treasuries and Accounts, A.P, Vijayawada.
The Pay and Accounts Officer, Vijayawada.
The Director of Works and Accounts, Vijayawada
The Director of State Audit, Vijayawada.
The Director of Insurance, Vijayawada.
The CEO, APCFSS, Vijayawada.
SF/SCs

//FORWARDED BY :: ORDER//

SECTION OFFICER