

**GOVERNMENT OF MANIPUR
DIRECTORATE OF CRAFTSMEN TRAINING
D.C. OFFICE, COMPLEX, LAMPHELPAT, IMPHAL -795004**

OFFICE MEMORANDUM

Imphal, the 29th July, 2025

Subject: - Maintenance of Service Book.

No. 2/3/2018-DCT: Attention of all Head of Office (HoO)/Principal under the Directorate of Craftsmen Training, Manipur is hereby invited to SR 197, 198 which is specifically prescribed for maintenance of Service Book for every Government Servants holding a substantive post. Further, attention is invited to the Provisions under Sub-Rule (1), (2), (3) and (4) of Rule 257 of General Financial Rules (GFR), 2005 and Rule 288 of General Financial Rule (GFR), 2017 regarding norms to be followed while maintaining Service Book of the Government Servants.

2. To ensure greater transparency and accountability in maintenance of Service Books and regarding custody of Service Book the provisions under SR, 197 & 198 are hereby reproduced:

(a) A Service Book should be maintained by the Head of Office for every Government Servant holding a substantive post.

(b) A Service Book shall be maintained for a Government Servant from the date of his/her first appointment to Government Service. It must be kept in the custody of the Head of the Office in which he/she is serving and transferred with his/her from office to office.

3. Further the provisions under Rule 257 of General Financial Rules (GFR) 2005 regarding maintenance of Service Books are hereby reproduced:

(a) Service Books maintained in the establishment should be verified every year by the Head of Office.

(b) The Service Books of every Government Servant shall be maintained in duplicate. First copy of the Service Book shall be retained by the Head of Office and the second copy should be given to the Government Servant for safe custody as indicated below:

- I. To the existing employees within six months from the date of Issue of this Office Memorandum.
- II. To the new appointees within one month from the date of appointment.
- III. The Government Servant shall handover his/her copy of the Service Book to his/her office for updating by the month of January/July every years and the office shall update and return it to the Government Servant within 30 days its receipt.

- IV. In case the Government Servant's copy of Service Book is lost by the Government Servant, it shall be replaced on payment of a sum of Rs. 500/- only.

In the light of the above Provisions of the General Financial Rules (GFR) 2005 & 2017, the Directorate of Craftsmen Training, Manipur has decided to act upon as per rules ibid.

All Head of Office/Principals under the Directorate of Craftsmen Training, Manipur are instructed to ensure strict compliance with provisions of the GPR 2005 & 2017 with maintenance, verification and proper documentation of entries in the Service Books.



(Yaiphaba Longjam)

Joint Director
Directorate of Craftsmen Training,
Manipur.
----- Joint Director
Directorate of Craftsmen Training
Manipur

To,

All Head of Office/Principals
Government ITIs, Manipur,

Copy to:-

1. Relevant file.
2. Notice Board