

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT II), KERALA**  
**THIRUVANANTHAPURAM**

OE(BILLS)/AU II/SB/2024-25  
30.12.2024

**CIRCULAR No. 38**

Sub: Verification of entries in the Service Book

According to Para 9.6 of Manual of the Establishment Sections, each Government servant should verify the entries in his/her Service Book every year and sign in the Service Book in token of having done so. As per the directions of Headquarters Office, every employee should submit a recent photograph once in ten years to replace the same in the Service Book.

All employees of this office are therefore directed to comply with the following:

1. Verify the entries in his/her service book and sign in the service book.
2. Submit a recent photograph for replacing the same in the Service Book in case the photograph has not been replaced in the preceding 10 years.
3. Submit a common nomination for DCRG, GPF, CGEGIS etc in the revised format if not already done so. NPS employees are required to submit the option in Form 1 to avail benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972, if not already submitted.
4. Submit details of dependent family members in Form 3, if needed updation.

(Vide orders of Sr DAG(Admn & AMG I) )

Sr Audit Officer/Bills (Au II)