

**OFFICE OF THE ACCOUNTANT GENERAL(A&E)-I,
MUMBAI, MAHARASHTRA-400020.**

No. Admn-II/SBK Charge/SBK Verification/2026/214

Date: 12/02/2026

OFFICE ORDER

**Subject: Annual Verification of Service Books – Mandatory
Verification of Entries by Officials**

In accordance with the provisions of **SR 198, SR 199 and SR 200**, every Government servant is required to verify the entries in his/her Service Book and record a certificate of verification.

Accordingly, as part of the **Annual Verification of Service Books**, all officials of this office are hereby directed to personally verify the correctness and completeness of the following entries recorded in their Service Books:

1. Personal details and Photograph
2. CGEGIS subscription and related particulars
3. Verification of qualifying service entries
4. Annual increments and pay fixation details
5. Nomination forms including Form-24 and other service-related nominations
6. Leave Account and leave encashment particulars
7. Promotions, ACP/MACP upgradations and changes in Pay Level
8. Any other entries affecting pay, service, pension or retirement benefits

After verification, each official shall record the following certificate in the Service Book under his/her dated signature:

“Verified the service entries up to date and found correct.”

It is hereby brought to the notice of all concerned that any discrepancy, omission, or incorrect entry not brought to notice during the verification will be treated as accepted, and no representation in this regard at a later stage shall ordinarily be entertained.

(This issues with the approval of Accountant General)

Sd/-
Dy. Accountant General/Admn

Copy forwarded for information:

1. Secretary to AG
2. Sr. AO/Record-II for Circulation and information.
3. PA to all Grade ‘A’ officers.
4. All Grade ‘A’ (Non-IAAS) and Grade ‘B’ officers.
- ✓ 5. Sr. AO/EDP to upload the circular on the website.
5. Notice Board.
6. Guard File/Spare copy.


Sr. Accounts Officer/Admn-II