

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA:.....GUWAHATI-19

No.DHE/PEN/CC/1032/2022/13

Dated Kahilipara, the 13-03-2023

From: Sri Dharma Kanta Mili, ACS
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To: ✓ The Principal (all)
..... College/ Mahavidyalaya
P.O.-..... District-.....

Sub.: Regarding annual verification of service book and overdrawal amount due to overstayed period thereof.

Ref.: This office letter No.DHE/PEN/241/2020/165, dated 05-12-2020.

Sir,

With reference to the letter on the subject cited above, I am to bring your notice that some of the college authority has not follow the Rule as prescribed under provision of Rule 162 of Assam Financial Rules and Rule 193 of Assam Service (Pension) Rule, 1969 regarding verification of service annually (periodical verification) in the Service Book with Acquaintance Roll. In this regard, a letter has already been sent to the all colleges vide this office letter No.DHE/PEN/241/2020/165, dated 05-12-2020. As per the Rule 162(1) of Assam Financial Rules state the following:


"The Service book in Financial Rule Form No.15 should be taken up annually, say in April or May, for verification by the Head of the office who, after satisfying himself that the services of the Government servant concerned are correctly recorded in each service book, should record in it a certificate in the following form over his signature:-


"Service verified upto (date) from .. (the record from which the verification is made)".

Moreover, it is also learnt from the various cases that the date of birth of the incumbent concerned has been wrongly recorded in the service book without verifying the original School Certificate/ Matriculation certificate/ HSLC certificate etc. by the Principal/ Secretary/ DDO of the respective colleges, resulting in overstay of service for which some of the incumbents of colleges have filed writ petition before the Hon'ble Gauhati High Court for waiving overdrawal amount due to overstay period.

As the Principal/ Secretary/ DDO of the respective colleges is the head of office and recording authority to maintain the service book after authenticating the date of birth and date of retirement in the service book, henceforth, the respective Principal/ Secretary/ DDO will be held personally responsible for any kind of wrong entries of date of birth and date of retirement in the service book resulting overstay in service beyond the normal date of superannuation and will liable to face consequential disciplinary action for negligence of duties including recoveries of excess payment for overstay in service.

Yours faithfully,


Director of Higher Education, Assam



Kahilipara, Guwahati - 19.

Dated Kahilipara, the 09-03-2023

Memo No.DHE/PEN/CC/1032/2022/13-A

Copy to:

- 1) P.S. to the Hon'ble Minister Education Assam, Dispur, Guwahati-6 for kind appraisal to the Hon'ble Minister.
- 2) The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
- 3) The Senior Standing Counsel for Higher Education Department, Gauhati High Court, Guwahat-1.


Director of Higher Education, Assam
Kahilipara, Guwahati - 19.

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.

No. DHE/PEN/241/2020/165

Dated Kahilipara the 05-12-2020.

From : Smti Gitimoni Phukan, ACS,
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, ✓
The Principal (All)
..... College/Mahavidyalaya
P.O-.....
Dist-.....

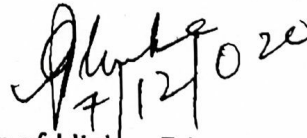
Sub : Regarding annual verification of Service Book.

Sir,

With reference to the subject cited above, it is come to notice that most of the Principal of Provincialised colleges of Assam do not follow the Rule as prescribed under provision of Rule 162 of AFR & Rule 193 of AS(P) Rule 1969 regarding verification of service annually (periodical verification) in the Service Book with acquittance roll.

Therefore, you are, requested to follow the Rule as mentioned above in subsequent submission of Service Book in various matters to this Directorate.

Yours' faithfully,



Director of Higher Education, Assam,
Kahilipara, Guwahati - 19.