



Government shall, at the time of the appointment, declare the date of birth by the Christian era with confirmatory documentary evidence such as a Matriculation Certificate, where prescribed qualification for appointment is Matriculation or above. In other cases Municipal Birth Certificate or Certificate from the recognised school last attended shall be treated as a valid document.

Rule 288 (1) Service Book. Detailed Rules for maintenance of Service Books are contained in SRs. Service Books maintained in the establishment should be verified every year by the Head of Office who, after satisfying himself that the services of Government servants concerned are correctly recorded in each Service Book shall record the following certificate "Service verified from(the date record from which the verification is made)..... upto(date)....."

Rule 288 (2) The service book of a government servant shall be maintained in duplicate. First copy shall be retained and maintained by the Head of the 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 of the date on which these rules become effective, if not already given.
- (ii) To new appointees - within one month of the date of appointment.

Rule 288 (3) In January each year the Government servant shall handover his copy of the Service Book to his office for updation. The office shall update and return it to the Government Servant within thirty days of its receipt.

Rule 288 (4) In case the Government servants' copy is lost by the government servant, it shall be replaced on payment of a sum of Rs. 500/-.

Rule 288 (5) All Service Books should be digitised for easy reference and to avoid problems in case of loss of Service Books.

Rule 289 Retrospective claim due from date of sanction. In the case of sanction accorded with retrospective effect the charge does not become due before it is sanctioned. In such cases the time-limit specified in Rule

296 (1) should be reckoned from the date of sanction and not from the date on which the sanction takes effect.

Rule 290 Due date of T. A. claim. Travelling allowance claim of a government servant shall fall due for payment on the date succeeding the date of completion of the journey. He shall submit the travelling allowance claim within sixty days of its becoming due failing which it shall stand forfeited.

Rule 291 Reckoning the date in case of T.A. claims by retired Government servants appearing in a Court of Law for defending himself.— Retired Government servants become eligible for reimbursement of Travelling expenses in respect of travel(s) for appearing in court of law for defending himself only when the judgement relating to his honorable acquittal is pronounced by the court. In such cases the date of pronouncements of the judgement shall be the reference point for submission and reimbursement of his T.A claim.

Rule 292 Due date of Leave Travel Concession claim. Leave Travel Concession claim of a government servant shall fall due for payment on the date succeeding the date of completion of return journey. The time limit for submission of the claims shall be as under :-

- (i) In case advance drawn : Within thirty days of the due date.
- (ii) In case advance not drawn : Within sixty days of the due date.

In case of (i) above if the claim is not submitted within one month of the due date, the amount of advance shall be recovered but the Government employee shall be allowed to submit the claim as under (ii) above. In case of failure to submit the claim in both the cases within the prescribed time lines, the claim shall stand forfeited.

Rule 293 Due date of Over Time Allowance claims. A claim for overtime allowance shall fall due for payment on first day of the month following the month to which the overtime allowance relates. The claim shall stand forfeited if not submitted within 60 days of the due date.

Rule 294 Due date of a withheld increment. In the absence of any specific order withholding an ordinary increment under