

The office papers section shall open Service books in case of staff including the staff working under chairman as soon as they are appointed for the first time and make necessary entries as and when appointments are made. They are in the custody of Office papers section. That section should verify the service books during January every year with reference to the pay bills of the previous year and submit them to the Assistant Secretary (Administration) for attestation. When they are returned by the Assistant Secretary to the Section, 10% of the total number of service books chosen at random should be submitted to Secretary for inspection. Every year during the first week of march the Office papers section should have the service books verified by each member and take necessary action for rectification of any defects noticed.