Office of the Registrar  
(Service Book & Pension Section)  
Registrar’s Office,  
AMU, Aligarh

D.No 1000/SB&PS  
Dated. 09.06.2018

Circular

Attention is drawn in continuation of earlier circular issued vide D.No. 3597/SB&PS dated 11.02.2014 (Copy printed overleaf) wherein it was made desirable to mention I.D. No. in bracket against the name of employee concerned in all the issued orders / office memos by various department / sections of Administrative Block in order to make various entries in the Service Book of employees in right perspective. But it being noticed now that most of the department / offices are not paying any heed and issuing orders / office memos without mentioning therein I.D. No. of the employee concerned which is creating problems specially where the employees are having same name & designation etc.

To add further it is stated that the Internal Audit Office while checking the pension case file has observed that in several cases the name of employees differs with the University record from their educational record or not uniformly spelled on all records / orders issued by the University from time to time and this important aspect remains unheeded during the entire career of the employee and has been noticed only at the time of retirement or after death of the University employee. In order to avoid any delay in finalization of pension cases this aspect needs attention and it should be ensured that it is correctly spelt in all orders issued by the University and in no way differ from the correct name of the employee as is appearing in School/High School certificates as the case may be respectively. In case it is differently spelt in any way it should be got corrected by issuing an administrative order to this effect by the Admin (Teaching & Non Teaching Section).

It is now expected that the above mentioned directives will be strictly adhered forthwith which will facilitate to maintain the Service Book in correct manner and finalization of retirement benefits of the University employees in future without any further unnecessary delay.

(Prof. Javaid Akhter)  
Registrar

Distribution:

1. All Deans of the Faculties
2. Dean Student’s Welfare / Proctor / Finance Officer
3. Controller of Examinations & Admissions
4. All Chairmen of the Department of Studies
5. All Principals of the Colleges/Polytechnics/Schools
6. All Provosts of the Halls of Residences/NRSC
7. All Director/Coordinator of the Institute/Centre
8. All Member-in-Charges
9. University Engineer, Building Department.
10. Internal Audit Officer in respect of his endorsement vide D No 174/IAO dated 1-6-18 through F O
11. Joint Registrar (Admin -T) / Joint Registrar Admin -NT) to note and take action accordingly
12. All Joint Registrars / Joint Finance Officers / Joint Controllers
13. All Deputy Registrars / Deputy Finance Officers / Deputy Controllers
15. Asstt. Registrar, Vice-Chancellor’s Secretariat / Pro-Vice-Chancellor Secretariat.
16. P.S. to the Registrar / Finance Officer / Controller of Examinations.

P.T.O
Important

OFFICE OF THE REGISTRAR
(SERVICE BOOKS & PENSION SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH

D.No...3394.../SB&PS


CIRCULAR

The Service Book is one of the important documents, as every event occurring in
the official life of an employee is recorded in it from the date of entry into service
till he/she ceases to be in service. Once the Service Book is opened and entries
at the initial stage recorded, other entries regarding transfer, confirmation, etc
are also recorded as and when the events take place. This entry is made on the
basis of Office Memo/Office Order received in the Service Book Section.

There are instances where entries were wrongly made in the Service Book of
some of the employees because of having same name and designation. It is,
therefore, desirable that hence forth all the Orders/Office Memos issued by
various departments/sections must contain I.D. No. in bracket against the
name of the employee concerned, so that updating of Service Book could be done
without any error. This should be adhered strictly.

(Shahraksh Shamshad)
Group Captain (Retd.)
REGISTRAR

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5. Officiating Finance Officer
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9. All Director/Coordinator of the Institute/Centre
10. All Member-in-Charges
11. All Heads of the Office
12. Officiating University Engineer, Building Department
13. All Deputy Registrar/Deputy Finance Officers/Deputy Controllers
15. Asstt. Registrar, Vice-Chancellor’s Secretariat/Pro-Vice-Chancellor Secretariat
16. P.S. to the Registrar/Finance Officer/Controller of Examinations