CIRCULAR

Kind attention is invited towards circular D.No. 2429/SB&PS/2003 dated 24.3.2003 regarding submission of requisite forms of nominations & others etc. for completion of Service Book in all respect by the employees concerned (copy overleaf). However, it has been observed that some of the employees are not taking it seriously and not submitting their Service Book Proforma, detail of family and nomination forms etc after being repeatedly requested by the Service Book & Pension Section.

While 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.

Therefore, all such left out employees are requested to fill the revised Service Book proforma, Detail of family & forms of nomination of gratuity, PF, NPS & CGIS alongwith relevant orders/papers within 10 days from the date of issue of the circular to avoid any unlikely problem in future. This should be adhered to strictly.

Note: All the forms/proformas are available on the website www.amu.ac.in/sbps

Distribution:
1. All Deans of the Faculties
2. Dean Student’s Welfare
3. Proctor
4. Controller of Examinations & Admissions
5. Finance Officer
6. All Chairmen of the Department of Studies
7. All Principals of the Colleges/Polytechnics/Schools
8. All Provosts of the Halls of Residences/NRSC
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.

(Dr. Asfar Ali Khan)
Officiating Registrar
The Vice-Chancellor, after review of the procedure for submission of Service Book Proforma laid down in this Office Notification No.1536/SB&PS dated 13.11.2002, has approved the following revised procedure:

1. Whenever confirmation orders are to be issued, irrespective of any category of staff, the recommendations should accompany all documents relating to service Book & Pension, Nominations for G.P.F., Gratuity, Group Insurance etc.

2. In case these documents are not received in the case of Teachers and Non-Teaching Staff with the recommendations for confirmation, the orders regarding confirmation will remain withheld till the requirements are settled.

3. (i) In the case of Group 'D' employees, the Chairman/Head of the Departments are requested to ensure that the aforementioned documents, i.e. all documents relating to Service Book & Pension, Nominations for G.P.F., Gratuity, Group Insurance etc. duly completed and supported with documentary proof are got received in the Service Book & Pension Section and clearance obtained from that Section before issue of confirmation order.

(ii) The Certificate issued by the Service Book and Pension Sec. should be appended with the confirmation orders, otherwise the confirmation orders will not be operative.

4. As ordered by the Vice-Chancellor, a complete set of papers to be submitted along with supporting documents is enclosed as detailed below:
   (a) Service Book proforma
   (b) Nomination Form of G.P.F.
   (c) Nomination Form of Gratuity.
   (d) Nomination Form of Group Insurance Scheme.

5. Additional copies of the above forms may be obtained from concerned Sections as per requirement.

Encl: As above.