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 can be done without any error. This should be adhered strictly.

Distribution:
1. All Deans of the Faculties
2. Dean Students' Welfare
3. Proctor
4. Controller of Examinations & Admissions
5. Officiating Finance Officer
6. All Chairmen of the Departments 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

(Shahrukh Shamshad)
Group Captain (Retd.)
REGISTRAR