

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE
DELHI - 110002
(ADMINISTRATION BRANCH)

F.No.45(06)/2009/DSW/Estt/Pt.File IV

5911-5971

Dated : 22/7/11

Up-dation/completion of Service Records of the employees of the GNCT of Delhi - six months campaign thereof - regarding.

According to FRSR(Part-I), Service Book contains various official information of the Government Servant. Service book is the only document which is relied upon for determination of number of qualifying years of service rendered by the government servant and emoluments drawn by the government servants for the purpose of sanctioning of pensionary benefit.

But, incidents have been noticed that despite the laid-down procedures, deficiencies persist in the records of government servants. This results in avoidable delays in the finalization and payment of pensionary benefits.

Therefore, a campaign for updation of service records has been launched by Department of Social Welfare, in which all Head of Offices/DOs of Department of Social Welfare are requested to ensure the completion/ updation of the following information/document in the service book of all government servants **within a period of six months and send a certificate thereof** to the Controller of Accounts, Principal Accounts Office, 'A' Block, Vikas Bhawan, New Delhi and a copy of the same may please be sent to undersigned within time framed :-

1. entry has been made in the service book regarding police verification and medical examination.
2. the date of birth, initial appointment/subsequent appointment to other posts and service rendered has been properly recorded in the service book.
3. annual certificate of verification of service, pay drawn from time to time with reference to the pay bills has regularly recorded for the entire service period.
4. leave account including the period of extraordinary period of leave either on medical or private affairs has been completed.

...contd/-

5. entry has been made in the service book if the pre-resignation or pre-break service would qualify or would amount to forfeiture of the past service.
6. in respect of period spend on foreign service, an entry has been made in the service book regarding recovery of leave salary and pension contributions.
7. nominations for death-cum-retirement gratuity, Group Insurance Scheme and GPF have been duly pasted in the service book including revised nomination furnished in cancellation of previous ones.
8. details of the family are furnished in Form-3 of the CCS(Pension) Rules 1972 and pasted properly in the service book.
9. entry of joining time has been made.
10. updated photograph of employee is affixed in the Service Book.

It is also suggested that department can (i) work out a monthly target, (ii) publicise the names of those whose service record will be taken up in a month and ; (iii) solicit cooperation of the officers/officials concerned. Departments should also obtain signatures of officials in acknowledgement of the entries having been seen and updated.


19/7/11
V.S.RAWAT


Addl. Director(Admn.)

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Copy to

- 1) PS to Secretary, Social Welfare for information.
- 2) PA. to Director/Addl. Director(Admn.), Social Welfare, Delhi Gate, Delhi
- 3) All the DDO/HOO of District Offices/Homes/Institutions.
- 4) All Branch In-charges of Head Quarter (SW)


19/7/11
(V.S.RAWAT)
Addl. Director(Admn.)