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OFFICE OF THE CHIEF ENGINEER P.W.D. RAJASTHAN, JAIPUR.

No:- F.78(1)/Sec.I/A/2002/D-5151 Dated: 22 March, 2002

CIRCULAR NO.8/2002  
(Maintenance of Service Book)

It has been brought to the notice of the Department that the Service Books of government servants are not being maintained properly and these are kept in the heads of offices themselves under their custody, and result of which is that the entries of penalties/suspension etc. are not made in the service books.

In order to maintain the service books of the officers/officials, the following guidelines are issued for maintenance of Service Books :

- 1) The service books of the Assistant Engineers will be maintained by the next controlling authority i.e. Executive Engineers. Similarly the service book of Executive Engineers will be maintained by the Superintending Engineers concerned. It may be ensured that upto date entries are made in time by obtaining GA-141 from concerning head of offices and the entries of these service books are checked by them annually.
- 2) The service books of Superintending Engineers will be maintained at Regional offices i.e. by the Addl.Chief Engineer concerned.
- 3) The service book of Addl.Chief Engineers, Horticulturist, Senior Superintendent Garden and Executive Engineer (Hq.) will be maintained in the head office by the Establishment Cell.
- 4) All the service books of Gazetted officers of Chief Engineer's office except Executive Engineer (Hq.) will be maintained by EE(Hq.)

Controlling officer in the end of financial year will submit undertaking to the next higher authority that the service book maintained by them are complete and all the necessary entries in the service book have been made by them.

The above instructions may be followed strictly.

  
( H.L. MINA )  
CHIEF ENGINEER, PWD

- Copy forwarded to the following for information & NA:-
- 1) The Addl.Chief Engineer, PWD Zone (All)
  - 2) The Superintending Engineer PWD Circles (All)
  - 3) The Executive Engineer, PWD Divisions (All)
  - 4) The Horticulturist/Superintendent Garden PWD
  - 5) Executive Engineer (Hq)/Sec.I A-B-C/PF/GF.

  
CHIEF ENGINEER, PWD

John

22/3/2002