

मिसिल संख्या / F.No. 14-5/2019-Adm.I

भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture & Farmers' Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग

Department of Agriculture, Cooperation & Farmers Welfare

वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय

DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE

एन.एच.-4, फरीदाबाद, हरियाणा

N.H.IV. FARIDABAD (HARYANA)

Dated: 22<sup>nd</sup> May, 2019

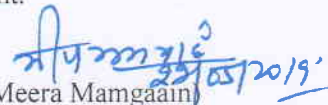
**OFFICE MEMORANDUM**

Subject: Completion and Inspection of Service Books of officers dealt in Admn. 1  
Section- reg.

As per the instructions contained in SR 202, the Head of Office should initiate action to show the Service Books to the Government Servant under his/her administrative control every year and to obtain their signature therein in token of their having inspected the Service Books. Accordingly the officers whose Service Books are maintained in Admn. 1 Section are informed that they may inspect their Service Books as per the schedule given below:

Designation	Time schedule for inspection
PPO (PP)/PPO (E)/PPO (WS)/PPO (Chem.)	1 <sup>st</sup> to 8 <sup>th</sup> August every year
AD (PP)/AD (E)/AD (WS)/AD (Chem.)/ AD (OL)/LO/Sr. Administrative Officer/Sr. Accounts Officer/A.O Gr. I & II/DPA/Instrument Tech./Sr/Lib. Officer/Sr. Artist	9 <sup>th</sup> to 16 <sup>th</sup> August every year
DD (PP)/ DD (E)/DD (WS)/DD (Chem.)	17 <sup>th</sup> to 24 <sup>th</sup> August every year
JD (PP)/JD (E)/JD (WS)/ JD (Chem.)	25 <sup>th</sup> to 31 <sup>st</sup> August every year

In case any officer is unable to inspect the Service Book as per the schedule above, they may inspect the same after obtaining time slot from the concerned dealing assistant.

  
(Meera Mangain)  
Section Officer/H.O.O.

Copy to:

1. All division heads for circulation amongst the officers concerned.
2. Dealing hand of Admn.1 concerned, they are requested to complete the Service Books of officers dealt by them.
3. H.O.O.
4. PPS to PPA/PA to CAO and
5. Notice Board of HQ/CIL/CIB&RC.

✓ 6. IT cell for uploading on website.