



F. No. 11-7/2019-Adm.II

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 & Storage

एन.एच.4, फरीदाबाद-121001(हरियाणा) / N.H.-IV, Faridabad-121001

Date: 28-5-2019

OFFICE MEMORANDUM

Sub:- Completion and inspection of Service Books of officials dealt in Adm.II Section- reg.

As per the instructions contained in the SR 202, the Head of Office should initiate action to show the Service Books to the Government Servants under his administrative control every year and to obtain their signature therein in token of their having inspected the Service Books. Accordingly the officials whose Service Book are maintained in Adm.II Section are informed that they may inspect their service book as per the schedule given below:-

Designation	Time Schedule for inspection
Assistant Plant Protection Officer	1 st to 8 th August from 3.00 pm to 5.00 pm
Assistant Plant Protection Officer (Entomology)	
Assistant Plant Protection Officer (Plant Pathology)	
Assistant Plant Protection Officer (Weed Science)	
Assistant Plant Protection Officer (Chemistry)	9 th to 16 th August from 3.00 pm to 5.00 pm
Assistant Plant Protection Officer (Animal Husbandry)	
Assistant Plant Protection Officer (X-Ray)	
Assistant Plant Protection Officer (Toxicology)	
Scientific Assistant	17 th to 24 th August from 3.00 pm to 5.00 pm
Technical Assistant	
Driver cum Mechanic	25 th to 31 st August from 3.00 pm to 5.00 pm
Sr. Gestetner Operator	
Wireless Operator	
Wireless Supervisor	
Fumigation Operator	
Artist cum Photographer	
Laboratory Technician	
Mechanic (Electric)	
Mechanic (Electric cum Lab Equipment)	
Data Processing Assistant Gr.-A	

In case, any official 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 assistants.

Ashma Kaul

(Ashma Kaul)
Section Officer

