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भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय / MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के प्रधान आयुक्त का कार्यालय, चेन्नै - N
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE, CHENNAI-N
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

C.No.II/7/02/2018 – Bills.Ch.N

Dated: .11.2018.

Sir/Madam,

Sub: Verification of Service Book by individuals - Reg.

-X-X-X-X-

As per the existing instructions annual verification of Service Book of the individual is carried out every year. In this regard it is requested that all officers may verify their respective Service Books available in Accounts section from 2pm to 4pm from 27.11.2018 onwards. The officers are requested to verify & ensure that the following details are available:

- (i) Whether details of family present.
- (ii) Whether nomination w.r.t GPF, CGEIS & DCRG present.
- (iii) Whether Adhar No. /GPF/Ac. No. Present (GPF Accounts number should be entered on the right hand of the first page of the service book).
- (iv) Whether leave account is maintained and CGEGIS/ Service Verification entry is made.
- (v) Whether entries with regard to training & reward are made if the copy of training detail had been made available to the section.
- (vi) The details of passing departmental exam/ Date of Confirmation/ Verification of Caste, Education Qualification, Character & Antecedent verified had been entered.

On verification if any of the entries mentioned in para 1 above are found to be missing the same may be informed to the section along with supportive documents for making entries.

Yours faithfully,

SANDHYA SURESH
ADMINISTRATIVE OFFICER(DDO)
CHENNAI NORTH COMMISSIONERATE

To.

All the officers, Chennai North Commissionerate

Copy to:

The Superintendent, Computer Section (for displaying the circular at the office website)

The notice boards