
	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय  <b>OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST &amp; CENTRAL EXCISE</b>      केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क अंचल : तमिलनाडु एवं पुदुच्चेरी  <b>CENTRAL GST &amp; CENTRAL EXCISE ZONE : TAMILNADU &amp; PUDUCHERRY</b>      जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034  <b>GST BHAWAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034</b>      ई-मेल / Email: <a href="mailto:sbprccogstchn@gmail.com">sbprccogstchn@gmail.com</a>, <a href="mailto:sb-prcco@gov.in">sb-prcco@gov.in</a>      दूरभाष/Ph: 28335007/28335029 फैक्स / Fax: 044-28331050/1015</p>	 <p>आज़ादी का अमृत महोत्सव</p>
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GCCO/II/39/67/2021-Admn-O/o PRCC-CGST-Zone-Chennai

Date: 05.07.2022

## CIRCULAR

All officers of Pr. CCO, Chennai (including officers working on loan basis at various Directorates) are requested to visit this office on any convenient date between 11<sup>th</sup> July 2022 & 15<sup>th</sup> July 2022 from 11am to 12 pm or 3 pm to 4 pm for Annual Physical Inspection of the Service Books & make necessary endorsements in the checklist provided.

Gaps or Deficiencies or Missing Entries, if any, noticed may be brought to the attention of the section for necessary rectification. Further, if any documents are not available in the Service Book, the same may be submitted to the section at a later date for affixing the same in the Service Book. The officers who have completed 10 years of Service are also requested to bring their recent Passport Size Photographs for affixing in their Service Books.

Further, in terms of Rule 288 of GFR 2017, a second copy of the Service Book has to be provided to the Individuals. However, keeping in mind the Govt's initiative towards "Clean & Green Bharat", this office has decided to issue the second copy in a digitised format. Accordingly, all the officers may also collect the DVD containing second copy of the SB in PDF format from the section during their visit.

In respect of the officers working on loan basis in the directorates located outside Chennai City, it is informed that the DVD's will be sent to their respective formations either by post or through any officer nominated by their organisation for the said purpose. The officers may go through their second copy & if any gaps/missing entries noticed, the same may be brought to the attention of the section for necessary rectification.

(R. SHANTHA)  
 CHIEF ACCOUNTS OFFICER  
 Pr. CCO, Chennai GST & C. Ex Zone

To  
 The Individuals working in PR. CCO, Chennai (includes officers working on loan basis in other Directorates)

Copy to: The Supdt, Computer Section for uploading the circular in the Website