



"हर काम देश के नाम"

कार्यालय रक्षा लेखा प्रधान नियंत्रक (सेना), 1 करियप्पा रोड,
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संयुक्त राष्ट्र
ONE EARTH - ONE FAMILY - ONE FUTURE

सं.प्रशा./III/से.पु./ले.प.

दिनांक:- 24 /04 /2024

महत्वपूर्ण परिपत्र

सेवा में,

1005

कार्यालय प्रभारी
समस्त उप- कार्यालय
(लखनऊ स्टेशन के अतिरिक्त)

विषय : Verification and Attestation of Service Books : DAD Personnel.

संदर्भ : मुख्यालय कार्यालय का पत्र संख्या Grievance/Misc/Pers.claim/2023/e-3631, दिनांक-
06.12.2023

उपरोक्त संदर्भित मुख्यालय कार्यालय के पत्र (प्रतिलिपि संलग्न) के आलोक में सक्षम अधिकारी द्वारा यह निर्देशित किया गया है कि समस्त कार्यालय प्रभारी अपने अधीनस्त समस्त अधिकारी/कर्मचारी जो प्रशिक्षण, निरीक्षण या किसी अन्य उद्देश्य से लखनऊ स्टेशन में आते हैं उन्हें यह आदेशित करें कि इस दौरान संबंधित अधिकारी/कर्मचारी मुख्य कार्यालय के अनुभाग -III में आकर अपनी सेवा पुस्तिका का verification कर attestation का कार्य पूर्ण करना सुनिश्चित करें।

वर्गाधिकारी महोदय द्वारा अवलोकित।

संलग्नक : उपरोक्त अनुसार

प्रतिलिपि:

प्रभारी अधिकारी
OA अनुभाग

वरिष्ठ लेखा अधिकारी (प्रशा-III)

Website पर अपलोड करने हेतु।

वरिष्ठ लेखा अधिकारी (प्रशा-III)

3198
8/12/2023

URGENT



"हर काम देश के नाम"

कार्यालय, रक्षा लेखा महानियंत्रक

उलानबटाररोड, पालम, दिल्लीछावनी-110010

Controller General of Defence Accounts,

Ulan Batar Road, Palam, Delhi Cantt.- 110010

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शिकायत प्रकोष्ठ (Grievance Cell)

No. Grievance/Misc/Pers. claim/2023/e-3631

Date: 06 /12/2023

To

All PCDA/CDA

SOA (AM) GOCAN
n/a pt. 8/12
(Through E-mail)

Subject: Preventive measures for Grievances on Service Books: DAD Personnel.

Kind attention is solicited towards para- 470 & 479 of OM -Part-I (2014), read with Rule 199 & 202 of FR Part-I & DOP&T letter dated 23/10/2023, wherein , it is mentioned that " Service Book is to be shown to the employee every year by the H.O. and signature of employee obtained as token of having inspected it. The H.O. shall furnish to his higher officer, a certificate that service book has been shown to the employee, by September each year. When an individual is transferred out of the organization of a PCDA/CDA the service book will be brought up to date before it is sent to the other PCDA/CDA."

2. It has since been brought to the notice of all offices of Pr. Controllers/controllers that the aforesaid provisions are not being followed. Consequently, the gaps in service verification, get detected at a very late stage when the concerned Government servant is due to retire on attaining the age of superannuation.

3. In view of this and with the objective of eliminating delays in processing of cases of retiring Govt. servant, office of Pr. Controllers/Controllers are requested to take necessary action to update the service books in all respect and made available to the official concerned in terms of para-470 & 479 of OM part-I (2014- edition). A compliance report may be sent to this HQrs. on completion of the task.

This issues with the approval of Addl. CGDA (Audit).

(Dr. B. K. Singh, IDAS)
Jt. CGDA & Public Grievance Officer

651
2/01/24
5/12/2023