

-TIME BOUND

No.01/114/2012-Vig.
National Institute of Fashion Technology
Vigilance Department, Head Office
New Delhi-110016

27th July, 2015

Subject: Service Book Maintenance as per rule SR 199 and SR 202-reg.

During recent Preventive Vigilance Inspections (PVI), it has been observed by all PVI teams that Service Books across all NIFT Campuses are not maintained properly. Regular/proper maintenance of Service Books are mandatory clauses under Supplementary Rules 199 and 202.

Attention is invited to the provision of the Supplementary Rules which relates to maintaining records of service of a Government employee. The provisions of SR-199 and 202 requires that "Every step in a Government servant's official life must be recorded in his Service Book and each entry must be attested by the Head Of his Office.."(SR 199) and that "it shall be the duty of every Head of Office to initiate action to show the Service Books to the Government servants under his administrative control every year..The Government servants shall inter alia ensure. that their services have been duly verified and certified as such.."(SR 202).

Service Books are an important document of a Government Servant's official tenure which are being referred to at every stage. It is requested to comply with the SR 199 and 202 without fail and as a first step, compliance report in respect of Group 'A' Officers across all NIFT Campuses and Head Office should be forwarded to the Vigilance Department with in a **weeks time positively** (i.e by 04th August, 2015). A complete compliance report in respect of other remaining officials across all NIFT Campuses and Head Office should be submitted within a **month's time** (i.e by end of August, 2015) positively.

TOP PRIORITY may be given for adherence to the deadlines for submission of Compliance Report.

Jyoti Mehta
(Jyoti Mehta)
Chief Vigilance Officer

To,
The Registrar

Copy to:
All Campus Directors ; Directors of NIFT, HO.] For information
All Group 'A' Officers] and necessary
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