

**National Institute of Fashion Technology
Establishment Department
NIFT Head Office**

NIFT/HO/Estt/PVI-15

06/08/2015


CIRCULAR

Sub- Maintenance of Service Books.

Kind attention of all concerned is invited to the provisions of Supplementary Rules 196 to 202 on the above mentioned subject. The rules provide that a record of the services of every Government servant should be kept in a Service Book, in such form as prescribed by the Comptroller & Auditor General except for those recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

2. The rules provide that every step in the Government servant's official life must be recorded in his Service Book and each entry must be attested by the Head of Office or a subordinate officer, delegated the powers to attest the entries. The Head of the Office/delegated subordinate officer must see that all entries are duly made and attested and that the Service Book contains no erasure or overwriting, all corrections being neatly made and properly attested.
3. The details of pay fixations, annual increments, suspension-other interruptions of service, Penalty and LTC etc should be based on the relevant orders duly approved by the Competent Authority. In terms of Government of India's orders below SR 199 the entries regarding date of birth, EPF account number, nominations and declaration of home town, group insurance scheme etc shall also be made in the service book in addition to the pasting of such declarations.
4. In terms of instructions contained in SR 102, the Service Book is required to be shown to the official every year and his signature obtained in token of his perusal. The official will thus have an opportunity to ensure before affixing his signature that his services have been duly been verified and certified as such. The Officer responsible for maintenance of Service Book is also required to furnish a

certificate to the next higher authority every year that requirement of showing the Service Book to every official have been complied with.


(Registrar)

To

All Officers/faculty/staff members of NIFT- They may immediately approach the respective Establishment Department maintaining their Service Book to ensure that all entries in their Service Book have been recorded and properly attested. They are also requested to record their signature on the Service Book in token of their perusal. They may note that the opportunity of perusal of Service Book is available to them for future also and they can see their Service Book every year.

Copy to

1. All Campus Directors- for necessary action
2. Director (NRC/IT), NIFT Head Office- for uploading on NIFT website
3. CVO, NIFT Head Office- with reference to the email of Vigilance Officer dated 04/08/2015.