



भारतीय आयुर्विज्ञान अनुसंधान परिषद

INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

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No.16/151/2015-Admn.-II

Dated: 11.12.2015.

To,

The Directors/Directors-in-Charge of all
Permanent Institutes/Centres of the Council

Subject: Guidelines for maintenance of Service Books as per provision of GFR under
Rule 257-regarding

Sir/Madam,

The Competent Authority has decided to issue guidelines for maintenance of service books as per provision in GFR under Rule 257 which stipulates as under:-

“The service book of a Government servant shall be maintained in duplicate. First copy shall be retained and maintained by the head of the office and second copy should be given to the government servant for safe custody as indicated below:

- (a) To the existing employees-within six months of the date on which these rules become effective.
- (b) To new appointees –within one month of the date of appointment.

In January each year, the Government servant shall handover his copy of the service book to his office for updating. The office shall update and return it to the Government servant within thirty day of its receipt.

In case of Government servant's copy of service book is lost by the Government servant, it shall be replaced on payment of a sum of Rs. 500/-.Detailed Rules on the subject may be seen in SR196 to 203.

Yours faithfully,

(Bharat Bhushan)
Administrative Officer
for Director General

Copy to:-

- 1 PS to DG/Sr. DDG (A)/FA
- 2 All Divisional Heads.
- 3 Asstt. Director-General (Admn.) (AX)/(JP)
- 4 Dr. S.K. Dey Biswas, Scientist (G) with the request to place above circular on ICMR website.
5. Director, National Institute for Research in Reproductive Health, Jehangir Merwanji Street, Parel Mumbai-400 012 w.r.t. their letter No. P-1(2)/Est.-09, dated 18th November, 2015.