



केन्द्रीय विद्यालय संगठन (मुख्यालय)
KENDRIYA VIDYALAYA SANGATHAN
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग
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F.No.11029/178/2019/KVSHQ/Estt.III

Date: 05.03.2019

Dy. Commissioner/Director,
Kendriya Vidyalaya Sangathan,
All Regional Offices/ZIETs

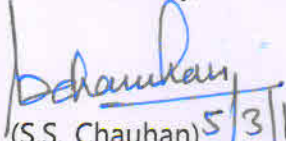
Subject : Service Book of employee to be shown to the official every year – reg.

Madam/Sir,

With regard to the subject cited above, this is to inform that matter regarding not showing of Service Books of the employees to them every year by the Head of the Office was discussed in the JCM meeting held on .03.05.2018. As per office procedure, Service Book is required to be shown to the official every year and his/her signature should be obtained on the service book. It is therefore requested that suitable instructions may kindly be issued to all the Principals under your jurisdiction to keep Service Books updated and maintained in prescribed format and show the Service Books to all the officials every year so that every official can keep a track of his/her Service Records for his/her personal reference.

The compliance of the instructions may kindly be strictly followed.

Yours faithfully,


(S.S. Chauhan) 5/3/19

Asstt. Commissioner (Estt.II/III)

Copy to:-

1. The Gen. Secy., AIKVTA/KVPSS/KEVINTSA for information.
2. The Joint Commissioner (Pers.), KVS HQ, New Delhi.
3. Guard File.