

प्रजा ऋचा श्रीवास्तव भा.पु.से.

संयुक्त आयुक्त (प्रशासन एवं सतर्कता)

Pragya Richa Srivastava IPS

Joint Commissioner (Admn. & Vig)



केन्द्रीय विद्यालय संगठन

18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,
नई दिल्ली - 110 016

फोन : 26855532 फैक्स : 26514179

KENDRIYA VIDYALAYA SANGATHAN

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New Delhi- 110 016

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No.F.17-2005/KVS/AG(Audit)

Dated: 13.08.2007

The Asstt.Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

Subject: Maintenance of service book in duplicate.

Sir/Madam,

You are aware that the revised General Financial Rules, 2005 are effective from 1.07.2005. Rule 257 of General Financial Rules provides for maintenance of service book in duplicate. First copy shall be retained and maintained by the Head of Office and the second copy should be given to the employee for safe custody. This office is receiving correspondence from Regional Offices and Vidyalayas to know whether the service books of the KVS employees are to be maintained in duplicate as provided in Rule 257 of General Financial Rules.

The matter has been examined and it has been decided that as required under Rule 257 of General Financial Rules, the service books of the employees of the Sangathan are to be maintained in duplicate. It has also been decided that for the existing employees of the Sangathan, the photo copy of the service book duly attested may be supplied to the existing employees by 30th September, 2007. The service books may be updated in January each year as per the requirement of rule 257(3) of the General Financial Rule. It has also been decided that in respect of the new appointee, the duplicate service book will be handed over within one month of the date of appointment. You are requested to advise the Principals of the Vidyalayas for compliance of these orders and the compliance report may be sent to this office by 30th September, 2007.

Yours faithfully,

(Pragya R Srivastava)
Joint Commissioner(Admn.)

Copy to:-

1. The Director, all ZIETs for information and necessary action.
2. Principal, all Kendriya Vidyalayas for information and necessary action.
3. DC(Admn.)/DC(Pers.) for information and necessary action
4. All Officers/Sections at KVS(HQ).
5. EO(EDP Cell) for placing the letter in the KVS website.
6. President/Secretaries, all recognized Staff Association.
7. Guard File

Joint Commissioner(Admn.)