


No.15/5/2012-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 18th October, 2012

Subject: **Copy of Service Book**

The undersigned is directed to say that as per Rule 257 of GFR, certified copy of the Service Book is to be provided to the Government Servant and to be updated. Accordingly, a special drive was undertaken in 2006, wherein all the officials in the Ministry were provided with a certified copy of their Service Book. However, due to joining of some of the officials from other Ministries/ Departments thereafter on promotion/ rotational transfer, etc, they may not have been provided with the certified copy of Service Book by their former Ministries/ Department.

2. Those officers/ officials of MOWR (Sectt) who have not received the certified copy of the Service Book, are requested to kindly intimate the same to the Administration Section so that the certified copy can be provided to them at the earliest. All the officials in the Ministry, who have been provided with the certified copy of the Service Book, are requested to kindly return the same to the Administration Section so that the updated copy of the same can be provided.



(L.P. SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA

TEL. NO. 23738126

Email: usadmn-mowr@nic.in

To,

All officials working in the Ministry of Water Resources

Copy to :-

- ✓ 1. NIC Cell, MOWR – for uploading on the circular page of the intranet
2. Concerned dealing hands in the Admn Section.