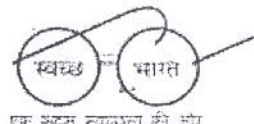
	<p align="center"> <b>DELHI JAL BOARD: GOVT. OF NCT OF DELHI</b>  <b>OFFICE OF THE ASSTT. COMMISSIONER(W)</b>  <b>VARUNALAYA PHASE-II</b>  <b>KAROL BAGH, NEW DELHI-110005</b>  <b>PHONE:- 011-23544796</b>  <b>E-mail:- ac.water22@yahoo.co.in</b> </p>	
---	--	---

F. No. 571(19)/ DJB/AC (W)/2019/ 48277

Dated: 04.08.2019

**C I R C U L A R**

A Service Book in the prescribed form must be maintained for every Gazetted and non-Gazetted Government servant, holding a substantive post in a permanent establishment or officiating in a post or holding a temporary post from the date of his first appointment, except in the case of those officiating in posts or holding temporary posts, who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

Administration of Delhi Jal Board keeps receiving cases of lost of Service Books and obtaining approval of the Competent Authority for re-opening duplicate service book of those officers/ officials.

As per Rules 257(2),(3) and (4), General Finance Rules,2005, 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 the second copy should be given to the Government Servant for safe custody. In January every year, the Government Servant shall handover his copy of Service Book to his DDO for updation, which should be returned within thirty days of its receipt to the Government Servant by the DDO after updation.

In case, the service book of any employee of Delhi Jal Board is misplaced/lost the DDO shall lodge an FIR for loss of record/service and responsibility should be fixed against the concerned officer/official responsible for maintaining the record of service book.

All DDOs are requested to ensure compliance of above instructions.


  
**(ALKA SHARMA)**  
**ASSISTANT COMMISSIONER (W)**

**All DDOs**

**Copy for kind information to:**

1. PS to Chairman/ Vice Chairman
2. Member(Admn.)/(Fin.)/(WS)/(Dr.)/CVO
3. All Directors/Addl.CEO/Secretary, DJB
4. All Chief Engineers/ System Administrator
5. All Jt. Directors/ Dy. Directors
6. All A.Cs./LO(W)
7. EE(EDP)-with the request to upload the same on the website if of DJB under intimation to this office.



  
**AEC(EDP)**  
**Boag - I**

  
**ASSISTANT COMMISSIONER (W)**