



केन्द्रीय विद्यालय संगठन

F.11029/7/2008-KVS(Estt-III)

केन्द्रीय विद्यालय संगठन(मुख्यालय)

18 संस्थागत क्षेत्र,शहीद जीत सिंह मार्ग

नई दिल्ली-110016

Kendriya Vidyalaya Sangathan

18, Institutional Area, Shaheed Jeet Singh Marg,

New Delhi-110016

दूरभाष:011-26858570/26514179(फैक्स)

Website:www.kvsangathan.nic.in

Dt. /3/2015

Important

Personal Attention

Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

Subject: Maintenance and proper updation of service books of KVS employees - regarding.

Sir/Madam,

You are aware that Service book is a record of every event occurring in the official life of a government servant holding a permanent or a temporary post except for those who are not likely to be in service for more than one year. Needless to mention that Service book must be opened for all government servants from the date of entry into service and is to be maintained till he/she ceases to be in service. Service book also contains certain entries about events prior to entry into the service. Entries in Service Book at this initial stage are to be recorded very carefully after consulting the original certificates. Once the service book is opened and the entries at the initial stage recorded, other entries also have to be recorded as and when the events take place. Entries regarding confirmation, suspension, reduction in rank, withholding of increments, recovery of loss, leave without pay, service break, awards received etc., should be made in red ink. Service book must be kept in safe custody. All the entries made in the service book should be duly attested. There should not be erasing or over writing in the service book. Corrections, if any, should be neatly done and properly attested.

2. It has come to the notice that service books of KVS employees are not being properly maintained as per instructions/Rules contained in SR and GFR and updated with the passage of time and important information/ developments during the career of employees like filling up of complete personal information along with photograph of the employee at the time of initial joining of services, its attestation and subsequent developments like the status of marriage, details of family members and dependents, grant of MACP, offer of promotion or debarment if any and other service matters from time to time etc. etc. are not being properly

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and timely recorded in service books in various offices of KVS. Situation seems to be worse in KVs with respect to service books of teachers. Special attention needs therefore to be given to service book of teachers due to their frequent transfers.

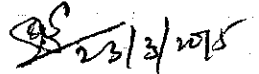
3. In view of the above factual position, these instructions be circulated to all Kendriya Vidyalayas by 31<sup>st</sup> March without fail so that all concerned Head of Offices are once again sensitized on proper maintenance and updation of service books from time to time of all employees of KVS and also informing all employees to check their service books at least once in a year and sign it.

4. You are therefore directed to advise the Principals of the Kendriya Vidyalayas under your jurisdiction for compliance of these orders and strictly follow the instructions/Rules contained in SR & GFR for maintenance of Service Book.

5. Compliance report be submitted by 30<sup>th</sup> April, 2015 to the undersigned that service books of teachers and all other staff in KVs & RO/ZIET are updated without exception.

6. Any negligence in this matter will be taken very seriously.

Yours faithfully,

  
(G.K. Srivastava)

Additional Commissioner(Admn.)

Copy to:

1. The Director, all ZIETs for information and necessary action.
2. JC(Admn.)/JC(Pers), KVS(Hqrs) for information.
3. AC(Vig. & Estt-I), KVS(Hqrs), New Delhi for similar action as above.
4. AC(Estt.II/III), KVS(Hqrs), New Delhi for similar action as above.
5. The Principal, Kendriya Vidyalaya, Moscow/Kathmandu/Tehran for similar action as above
6. EO(EDP Cell) for placing the letter in the KVS website.
7. Assistant Director(Official Language), KVS(Hqrs) with a request to provide Hindi Translation of above letter.
8. Guard File