

I/6506/2022

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKHGENERAL ADMINISTRATION  
DEPARTMENT

F.No:- A/736/2022-SECY (GAD)-Part (1)

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gad.utladakh@ladakh.gov.inयूटी सचिवालय/UT Secretariat  
लेह/Leh, Dated:-20/09/2022**Subject:- Proper maintenance of Service books of employees of UT Ladakh.**Ref:- Audit observation #7(OBS-394131) dated:- 26<sup>th</sup> August 2022.**Circular No: - 03-LA(GAD) of 2022****Dated: -20.09.2022**

SRs (197, 198, 199, 202) and GFRs (288) contain provisions for maintenance/attestation/inspection/updation of service books of government employees from the date of his/her first appointment in Government service. Every step in a Government servant's official life should be recorded in his service book and each entry must be attested by the Head of Office or if he himself is the Head of Office, by his immediate superior. The head of Office must see that all entries are duly made and attested, and contain no erasure or over writing.

During the recent Audit of records of UT Secretariat by the office of Director General of Audit (Central), Chandigarh the following discrepancies /observation were made with regard to maintenance of service books-

1. The service books should made available to each officer/official once in a year so to ensure that various entries have been made and recorded correctly and officers/officials will sign in the prescribed columns. This practice is not being followed in the departments in routine.
2. The Service books should contain photograph of the employees and after completion of every ten years of service, recent passport size photographs, attested by competent authority, should be affixed on service books. The same is not being done by the department.
3. According to DOPT's O.M No. Z-20025/2014-Estt (AL) dated:- 03.11.2014, aadhar card number should be entered in the service book.
4. The leave account (EL/HPL/CCL) of the employees should be attached with all the service books.
5. Leave Travel Concession (LTC) and Leave Encashment benefit availed by the employees are not recorded in service books of the employees. Service books are also not updated of the employees.
6. Nomination forms must be attached with the Service Books.
7. Employee code PFMS linked EIS Code should also be in recorded in the service books.

*[Handwritten Signature]*  
20.09.2022



Therefore, to ensure proper upkeep and for timely recording/updation of service details and maintenance of service books as per prescribed instructions contained in FRs/SRs & GFRs (enclosed) all the Heads of the Departments/ DDOs/supervisory officers are hereby impressed upon for compliance/ observance of ibid instructions in letter in spirit.

All Administrative Secretaries to review the implementation of aforesaid directions by all HODs/DDOs of their respective departments and furnish fortnightly action taken report to General Administration Department Ladakh.

**By order of Lt. Governor, Ladakh.**

**Sd/-**

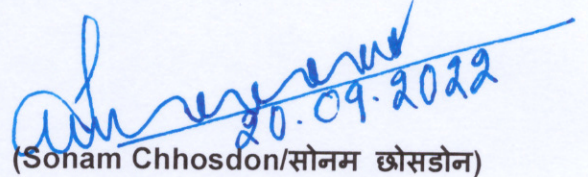
**(Ajeet Kumar Sahu) IAS**

Commissioner/ Secretary

General Administration Department

**Copy to the: -**

1. All Administrative Secretaries, UT Administration Ladakh.
2. Additional Director General of Police, Ladakh.
3. Divisional Commissioner, Ladakh.
4. Secretary to Hon'ble Lt. Governor UT of Ladakh for information of Hon'ble Lt. Governor.
5. Deputy Commissioner/CEO, LAHDC, Leh & Kargil.
6. All Director/Chief Engineers/Registrar, UOL/Heads of Departments Ladakh.
7. Director Accounts & Treasuries, Ladakh.
8. District Informatics Officer, NIC Ladakh for uploading on the UT website.
9. All concerned DDOs of offices in UT Ladakh for compliance.
10. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lt. Governor.
11. E-office file.

  
(Sonam Chhosdon/सोनम छोसडोन)

Deputy Secretary/ उप सचिव

General Administration Department/ सामान्य प्रशासन विभाग