

File No:3/39/2013-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION


22nd May, 2013

Circular

As per the provisions contained under the Rules, the service books have to be taken for verification to the satisfaction of the employees that the service particulars of the employee concerned have been correctly recorded in each of the columns. For this purpose, all the employees are requested to visit Sutradhara Division (Establishment) as per their convenience during 3-7th June 2013 between 2 p.m. to 5 p.m to get their service books checked. Besides, the employees need to affix the signature as proof of having verified the service details.

The employees are also requested to bring with them latest passport size photo and to update their local residential address in service records.

This circular may please be brought to the notice of all staff members under respective Div/Units.


22/5/13
(K.C. Pandey)

Under Secretary (Admn.)

Copy to:

1. PA to MS
2. PA to JS
3. PS to Director
4. CAO
5. All HoDs