DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI

No.F.30-3(17)/Coord/Circular./2010/Vol.IV/ 5907-5936 Dated:- 26/5/11

CIRCULAR

In continuation of circular No.F.30-3(17)/Coord/Circular./2010/Vol.IV/15944-16003 dated 06/10/2010 (copy enclosed) regarding maintenance of duplicate Service Book as per Rule 257(2) & 257 (3) of General Financial Rules.

As mentioned in the above circular, it is reiterated that the contents of the above circular is applicable to all Schools of Delhi including recognized, aided and un-aided Schools of Delhi.

It is, therefore, directed to all Head of Offices of HQ/ Districts/ Branches/All Managers of recognized aided and un-aided Schools of GNCT of Delhi to comply with the provisions of Rule 257(2) & 257 (3) of G.F.R immediately.

(Shashi Kaushal)
Addl. Director of Education (Coord.)

No.F.30-3(17)/Coord/Circular./2010/Vol.IV/ 5907-5936 Dated:- 26/5/11

Copy for information and necessary action to:-

1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi
2. PS to Director (Education), Directorate of Education, GNCT of Delhi.
3. PS to Addl. Director of Education (Admn.), Directorate of Education, Delhi
4. PS to Addl. Director of Education (Fin.), Directorate of Education, Delhi
5. All DDEs of Districts, Directorate of Education, Delhi (through website).
6. All Branches of Head Quarter through website of the department.
7. All Managers/Principals of recognized aided and unaided schools of Delhi
8. OS (IT) with the request to upload the Circular on the public circular of the website of department.

(Shashi Kaushal)
Addl. Director of Education (Coord.)
DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI

No.F.30-3(17)/Coord/Circular/2010/Vol.IV/ 15944-16003 Dated:- 6/10/10

CIRCULAR

Attention of all Head of Offices of HQ/Districts/Branches/Schools is invited towards Rule 257(2) & 257(3) of General Financial Rules regarding maintenance of duplicate Service Book.

Accordingly, all Head of Offices of HQ/Districts/Branches/Schools are directed to get the Service Book of all the officers and staff, working under their control, completed and photocopied by 30th November, 2010. The duplicate Service Book so photocopied shall be delivered to concerned employees by 15th December, 2010 and updated regularly in the month of January of each year in accordance with Rule 257(3) of GFR.

This issues with the prior approval and the Competent Authority.

(Shashi Kaushal)
Addl. Director of Education (Coord.)

No.30-3(17)/Coord/Circular/2010/Vol.IV/ 15944-16003 Dated:- 6/10/10

Copy for information and necessary action to:-
1. PS to Pr. Secretary (Education), GNCT of Delhi, Delhi.
2. PS to Director (Education), Directorate of Education, Delhi.
3. PS to Addl. Director of Education (Admin.), Directorate of Education.
4. PS to Addl. Director of Education (School), Directorate of Education.
6. All RDEs/DDEs, Directorate of Education, Delhi.
7. DCA, Directorate of Education, Delhi.
8. ADE (GOC/E-I), Directorate of Education, Delhi.
9. All Branches of Headquarter, Directorate of Education, Delhi through website of the department.
10. All Head of Schools, GNCT of Delhi through website of the department.
11. OS (IT) with the request to upload the Circular on the website (Log in POP UP) of the department.

(Shashi Kaushal)
Addl. Director of Education (Coord.)