



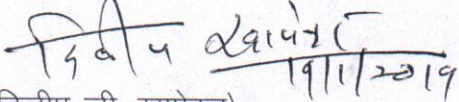
F.No. 20(1)/2018-Admin-II

Date : 17/01/2019

## परिपत्र / Circular

अधोहस्ताक्षरी, सभी तकनीकी अधिकारियों/कर्मचारियों और स्किल्ड स्पोर्टिंग स्टाफ को 23.01.2019 से 31.01.2019 की अवधि के दौरान प्रशासन- II अनुभाग में Service Rule 202 के तहत उनकी सर्विस बुक का निरीक्षण करने के लिए आमंत्रित करते हैं साथ ही यह भी अनुरोध है कि कृपया अपने परिवार के विवरण (नियम 51 (12)) के अनुसार निर्धारित प्रपत्र 3 में प्रदान करें (यदि बदला गया है तो), recent पासपोर्ट आकार की तस्वीर जो आपकी सर्विस बुक में चिपकाने हेतु एवं स्थानीय पता का विवरण (यदि बदला गया है तो) भी उपलब्ध कराएं।

The undersigned is directed to invite all Technical Officer/Employee and Skilled Supporting Staff in Administration-II section during the period 23.01.2019 to 31.01.2019 to inspect their Service Book as per Service Rule 202. In addition to this it is also requested that please provide your Family details in prescribed Form 3 (See rule 54 (12)) (if it got changed), recent passport size photograph to be affixed in your Service Book and Local Address details (if it got changed) to update your Service Book at the earliest.

  
19/1/2019

(दिलीप जी. खापेकर)

सहायक प्रशासनिक अधिकारी

वितरण:-

1. निदेशक कार्यालय, IASRI.
2. वरिष्ठ प्रशासनिक अधिकारी की निजी सहायक, IASRI.
3. वरिष्ठ वित्त एवं लेखा अधिकारी की निजी सहायक, IASRI.
4. प्रधान प्रभाग संगणक अनुभाग, संस्थान की website पर डलवाने हेतु।
5. समस्त तकनीकी अधिकारियों/कर्मचारियों, IASRI.
6. समस्त स्किल्ड स्पोर्टिंग स्टाफ, IASRI.

FORM 3  
[See rule 54 (12)]  
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

Note 1. - The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. - The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. - The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.