



Appellate Tribunal for Electricity 1511-14/21
Ministry of Power

Core-4, 7th Floor, SCOPE Complex, Lodhi Road, New Delhi
T:011-24368481-1518, TF:011-24368482.

Dated:- 21.01.2021

OFFICE MEMORANDUM

Sub:- Periodical inspection of Service Books by the APTEL Officers/Staff-reg.

The undersigned is directed to say that as per the instructions contained in SR 202(The provisions of SR 199 and 202 requires that "Every step in a Government servants official life must be recorded in his Service Book and each entry must be attested by the Head Of his Office SR 199) and that "it shall be the duty of every Head of Office to initiate action to show the Service Books to the Government servants under his administrative control every year..The Government servants shall inter alia ensure. that their services have been duly verified and certified as such SR 202)., the head of Office should show the service book to each Govt. servant under his administrative control every year.

Accordingly, it is requested that APTEL Officers posted in various departments may inspect their service book as per the schedule given below:-

Sr. No.	Officers/Staff	Date & Time
1	PPS & LDC	08.02.2021
2	PS & Court Master	09.02.2021
3	Steno & Accountant	10.02.2021

(Kapil Kumar Sharma)

Admn-cum-Accounts Office

Copy for information and further necessary action :-

1. All PPS/PS to Hon'ble Members of APTEL.
2. PS to Registrar.
3. All Officers/Officials in APTEL
4. Notice Board/ Website *Sunni Shakeel, I T Accountant*