



**Appellate Tribunal for Electricity  
Ministry of Power**

Core-4, 7th Floor, SCOPE Complex, Lodhi Road, New Delhi  
T: 011-24368481-1518, TF: 011-24368482, Email: aao-aptel@nic.in

F.No. 4/1/2022-Adm/APTEL - 611/22

Dated- 03.08.2022

**OFFICE MEMORANDUM**

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

The undersigned is directed to say that as per the instructions contained in SR 202, the head of the Office should show the Service Book to each Govt. Servant under his administrative control every year.

Accordingly, it is requested that the Officers/Staff of APTEL, may inspect their Service Bookas per schedule given below:-

S.No.	Officers/ Staff	Date
1.	Director (Administration)	25.08.2022
2.	PPS & PS	30.08.2022
3.	Court Master, Assistant, Accountant	29.08.2022
4.	Stenographer, LDC	26.08.2022

In case, any Officer is unable to inspect as per the schedule above, may inspect the same on 31.08.2022.

**Kapil kr. Sharma**

(Adm-cum-Accounts officer)

प्रशासन एवं लेखा अधिकारी  
Administrative-cum-Accounts Officer  
विद्युत अपील अधिकरण  
Appellate Tribunal for Electricity  
ऊर्जा मंत्रालय / Ministry of Power  
नई दिल्ली-110003 / New Delhi-110003

Copy for information:-

1. All concerned Officers in APTEL
2. Notice Board/ website. / IT