

ARTEE/924-12/2008

05.12.08

Director General
[Kind Attention Sh. Raj Kamal, DDG(A)]
All India Radio,
Akashwani Bhawan, Sansad Marg,
New Delhi – 110001

Subject : **Implementing GFR Rule 257 for service book in AIR & DD.**

Sir,

With regards the undersigned wants to remind your several discussions with this association about implementation of GFR Rule 257 for maintaining service books in our department. For your ready reference GFR Rule 257 Rule is given below :

Rule 257.

(1) Service Book : Detailed Rules for maintenance of Service Books are contained in SR 196 to 203. Service Books maintained in the establishment should be verified every year by the Head of Office who, after satisfying himself that the services of Government servants concerned are correctly recorded in each Service Book shall record the following certificate "Service verified from(the date record from which the verification is made)..... upto(date)....." .

(2) The service book of a government servant shall be maintained in duplicate. First copy shall be retained and maintained by the Head of the Office and the second copy should be given to the government servant for safe custody as indicated below :-

(a) To the existing employees - within six months of the date on which these rules become effective.

(b) To new appointees - within one month of the date of appointment.

(3) : In January each year the Government servant shall handover his copy of the Service Book to his office for updation. The office shall update and return it to the Government Servant within thirty days of its receipt.

(4) In case the Government servants' copy is lost by the government servant, it shall be replaced on payment of a sum of Rs. 500/-.

This association strongly demand that GFR 257 should be implemented immediately for the welfare of the staff.

Thanking You,

Yours faithfully,

[Umesh Chandra]
General Secretary
0-9871765714

enclosed : copy of GFR Rule 257 available of internet