



GOVERNMENT OF ARUNACHAL PRADESH
FINANCE DEPARTMENT
ITANAGAR

File No.DAP/PEN/3/2001 (Pt)/4217-25

Dated 1.4.FEB 2022

Circular

In continuation to earlier circular No.DAP/PEN/3/2001(Pt) Dated 1st July '2021 and in terms of SR-202, Government servants of Govt. of Arunachal Pradesh shall inspect their service book from 1st April to 30th April every year and shall submit the self declaration/certificate (in duplicate) to the effect that he/she has verified the service book duly countersigned by the Head of Office (HoO). One copy has to be kept in the service book and another is to be submitted to HoD concerned.

A specimen format of self declaration/certificate is annexed herewith. At the end of the period, all Heads of Offices shall send an inspection completed report countersigned by the Heads of Department in respect of the Department Employees by 31st of May every year.

(Dr.Sharat Chauhan, IAS)
Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

Dated

No.DAP/PEN/3/2001(Pt)

Copy forwarded to:-

1. The Commissioner to His Excellency Governor, Arunachal Pradesh, Itanagar for information.
2. The PPS to Hon'ble Chief Minister, Govt. of Arunachal Pradesh for information.
3. The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar for information
4. All the Commissioners / Principal Secretaries/Secretaries, Govt. of Arunachal Pradesh, Itanagar/ Naharlagun for information.
5. The Principal Resident Commissioner, Govt. of Arunachal Pradesh , Arunachal Bhawan, Chanakyapuri, Kautilya Marg, New Delhi.
6. All Chief Engineers, Govt. of Arunachal Pradesh for information.
7. All Deputy Commissioners/ Add. Deputy Commissioners Govt. of Arunachal Pradesh for information.
8. All the Head of the Offices, Govt. of Arunachal Pradesh for information and wide circulation to respective subordinate offices.
9. Office copy.

(Dr.Sharat Chauhan, IAS)
Principal Secretary(Finance)
Government of Arunachal Pradesh
Itanagar.

ANNEXURE

Name of Ministry/ Department / Office	Name of Govt. Servant	Designation	Service Verified	
			From	To

I do hereby declare that I have verified my Service Book on the..... day of April.....

Signature of Govt. Servant.

Countersigned by:-

Head of Office
(with seal)