

SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5TH LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
([HTTP://SERVICES.DELHI.NIC.IN](http://services.delhi.nic.in))

No. F.10(47)/2014/Coord./081265569/ 377-389 Dated: 16/01/2020

C I R C U L A R

Sub: Disciplinary Proceedings initiated against officers/officials of GNCTD - maintenance of Service Records - reg.

The Disciplinary Authority/Appellant Authority/Hon'ble Lt. Governor receives various proposals from different Departments with respect to disciplinary proceedings against charged officers or appeal petitions filed by the Appellants against the orders of different Disciplinary Authorities.

While disposing an appeal petition, it has been noticed by the Hon'ble Lt. Governor that in one case, the service records of the Appellant especially with respect to disciplinary proceedings has not been updated leading to irregularity in his promotion. In this regard, your kind attention is invited to provisions contained in Supplementary Rules (SR)-197 to 200 which explicitly say, inter-alia, as under:

*Every step in a Government servant's official life should be recorded in his service book and each entry must be attested by the Head of Office or if he himself is the Head of Office, by his immediate superior. The Head of Office must see that all entries are duly made and attested and that the service book contains no erasure or over-writing, all corrections being neatly made and properly attested. **SR-200 further goes on to say that 'Every period of suspension from employment and every other interruption in service must be noted promptly with full details of its duration and be properly attested.'***

All the Heads of Department are, therefore, requested to ensure maintenance of service records of all the officers/officials as per the provisions of SR-197-200 and relevant rules/guidelines issued by Department of Personnel & Training (DoPT), Govt. of India, from time to time and shall be adhered to in their letter and spirit. The necessary instructions may further be issued by H.O.D. concerned to the officer responsible for making "Service Record/Book" within the department.

Services Department with the help of NIC has put in place a Human Resource Information System (HRIS) for maintaining digitized data of the Government Employees, which inter-alia, include vigilance status. All the HoDs are also requested to get the HRIS updated including the vigilance status of each and every employee.

This issues with the approval of Competent Authority.


(C. UDAYA KUMAR)
SPECIAL SECRETARY (SERVICES)

All HODs/Pr. Secretaries/Secretaries, Govt. of NCT of Delhi

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Copy for information to:

1. Pvt. Secretary to Hon'ble Lt. Governor, Delhi w.r.t. U.O. No. Vig./LGS/2019/A-5903
2. SO to Chief Secretary, GNCT of Delhi.
3. PS to Secretary (Vigilance), Directorate of Vigilance, GNCT of Delhi.
4. PA to Secretary (Services), Services Department
5. PA to SS-I/II, Services Department
6. DS-I/II/III/IV, Services Department
7. SO (Admn/Vigilance)
8. SO (Coord) with the direction to upload the Circular on the website of Department.
9. Guard File.


(C. UDAYA KUMAR)
SPECIAL SECRETARY (SERVICES)