

A.24013/06/2021-Admn.I
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
[Administration-I Section]

Nirman Bhawan, New Delhi
Dated the 4 February, 2023

Office Memorandum


Subject: Updation of leave records in Service Book- reg.

The undersigned is directed to say that it has been observed that the period while senior officers proceed on tour, conference, workshop, nomination for certain purposes etc is not covered by biometric attendance on both occasions (morning and evening) and are counted as 'Not present'.

2. In this connection it is mentioned that for matters related to Pension, Leave Encashment etc. PAO still scrutinizes hard copy of Service Books and due to data mismatch, retiree faces hardship in getting retirement benefits on time. Similar, difficulties are also faced in case of transfer, posting of officers from one office to another due to non-updation of Service Book from all angle.

3. To avoid such problems on the side of Officers and officials, personal staff of officers are requested to maintain details of tour, training, workshop, seminar, meeting etc. attended by their controlling officers due to which their officers could not mark their attendance on a particular day and update the same on quarterly basis in Admn. Divn in the format attached herewith. Such, record may invariably be got countersigned by the officers concerned.

4. Further, all other officers/official are requested to apply all the leaves taken in e-HRMS, if not applied so far, to enable Admn Division to update their service books.


(Arindam Banerjee)
Deputy Director (Admn.)
(011)-23063539

To,

1. All officers for bringing the above instructions to the notice of their personal staff.

Copy to,

1. PSO to DGHS.
2. Sr PPS/PPS Addl. DGs
3. PS to JS (HS)/JS (GM)
4. DD (GA) for uploading in website.

Details of tour/seminar/workshop/seminar/meeting etc. attended by officers

Name of officer :

Designation :

Quarter : _____ to _____

Sl. Number	Details of tour/seminar etc	Period of tour/seminar etc	Remarks, if any

(Signature of officer)