



OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE, CHENNAI - I
COMMISSIONERATE

26/1, MAHATMA GANDHI MARG, CHENNAI- 600 034

C.No.II/39/253/2015

Date: 07.04.2017

CIRCULAR

SUB:- ACCTS. – VERIFICATION OF SERVICE BOOK BY
OFFICERS / STAFF – REGARDING.

SERVICE BOOK IS REQUIRED TO BE VERIFIED BY ALL OFFICERS ANNUALLY TO ENSURE THE CORRECTNESS OF ENTRIES AND UPDATION OF FORMS / DOCUMENTS FILED IN THE SERVICE BOOK. IT IS THEREFORE INFORMED THAT ALL OFFICERS MAY VERIFY THEIR SERVICE BOOK AVAILABLE IN THE ACCOUNTS SECTION BETWEEN **3 PM TO 5 PM** FROM **12.04.2017 TO 28.04.2017** ONWARDS. IT IS ALSO INFORMED THAT THE FOLLOWING DOCUMENTS MAY BE PRODUCED FOR FILING IN THE SERVICE BOOK.

- 1) RECENT PASSPORT SIZE PHOTOGRAPH
- 2) COPY OF AADHAR
- 3) PRESENT RESIDENTIAL ADDRESS AND MOBILE NO.

Sandhya Suresh
ADMINISTRATIVE OFFICER (DDO)
CHENNAI I COMMISSIONERATE

To:

- 1) The Superintendent, Computer Section for displaying in the Website.
- 2) The Notice Board.