

I/598/2021



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Parivesh Bhawan, East Arjun Nagar,
Delhi – 110032.

dated : 12.11.2021

CIRCULAR

Sub: Verification of Service Books by the employees – regarding

The Competent Authority, Central Pollution Control Board has decided to get verified the Service Books by all the employees posted at Head Office, Delhi. In the process it has been decided to get your service book verified from concerned Assistant/Dealing Hand in Administration (P) Division as per the schedule given below:

Sl. No	Name of the Dealing Official	Category	Period (3 to 5 PM)
1.	Shri Kailash Kumar, Assistant	Member Secretary, Scientist-E & F	22 to 24 Nov. 2021
2.	Shri Inder Jeet Kakkar, Assistant	Scientist-C & D	22 to 24 Nov. 2021
3.	Smt. Meenakshi Rudra, Assistant	Senior Admn. Officer, Administrative Officer, Section Officer, Senior Law Officer, Law Officer, Asstt. Law Officer, Accounts Officer, Asstt. Accounts Officer, Accounts Assistant, Private Secretary, Officials of Hindi Division	24 to 26 Nov. 2021
4.	Shri Gopi P. Nair, Assistant	Junior Scientific Assistant, Senior Scientific Assistant, Scientist-B	24 to 26 Nov. 2021
5.	Smt. Poonam Arora, Assistant	Driver (Grade I, II & Spl. Grade), Attendant & Sr. Attendant, Draftsman & Senior Drafting Supervisor, Field Attendant, Attendant (Safaiwala), P&VW Operator	29, 20 Nov. 2021 & 01 Dec. 2021
6.	Shri Kundan Kumar, Assistant	Junior Technician, Senior Technician, Technical Supervisor, Senior Technical Supervisor, Data Processing Assistant, Data Entry Operators	29 -30 Nov. 2021 & 01 Dec. 2021
7.	Shri Kundan Lal, Assistant	Assistant, Upper Division Clerk, Lower Division Clerk, Personal Assistant, Stenographer, Senior Laboratory Assistant, Junior Laboratory Assistant	01 to 03 Dec. 2021

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02. The following documents are necessary to update the Service record of each employee so that there may not be any difficulty in future while settling the terminal dues and other facilities claimed for the family members:

- i. Latest Photograph who have completed 10 years of regular service.
- ii. Marital Status
- iii. Home Town Declaration
- iv. Dependent List (Every Year)
- v. Nomination of CPF and DCRG

03. All the employees are, therefore advised to verify their service book in their own interest and put signature by appending a certified i.e. the entries in the Service Book have been verified and found correct.



(Sunil Kumar Anand)
Administrative Officer (P)

Distribution:

- (i) All Divisional Heads – with request to circulate among the staff.
- (ii) Division Head (IT) – with request to upload it on CPCB Website.
- (iii) All Notice Boards