



OFFICE OF THE COMMISSONER OF CUSTOMS
CUSTOM HOUSE :: PORT AREA: : VISAKHAPATNAM- 530035
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F.No.Misc.01/2015-16 - Accts.

DATE: - 28.07.2015

CIRCULAR

Sub: Service Book – verification of entries by individual officers – reg.

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Attention of officers and staff of the Custom House is invited to the above subject. Service book of respective individuals may be verified for correctness of the service entries like Declarations, nominations, Leave entries, LTC, 10 days leave encashment, CGEGIS, annual service verification, promotion, MACP and pay-fixation from the Accounts Section between 10.00 AM to 11.30 AM. This verification is to be completed before 15.08.2015 and on verification of entries individual officer signature may be affixed at column 10 of the service book confirming the correctness of the entries. Any missing entries may be brought to the notice of the DDO / A.C(Accounts) alongwith documentary support for updation /correction of the entries, if any. Compliance report may be submitted to the undersigned by the Section Heads in respect of all the officers working under them.


(M. S. REDDY)
ADDL. COMMISSIONER

To

1. All Section Heads and individual officers
2. PA to Pr. Commissioner for information please.
3. Notice Board.
4. Custom House website.