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दूरभाष : 25847123/4131



भारतीय कृषि सांख्यिकी अनुसंधान संस्थान
Indian Agricultural Statistics Research Institute
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F. No. 21(8)/2017-Admin. I

Date : 22/12/2017

परिपत्र / Circular

अधोहस्ताक्षरी, सभी वैज्ञानिक और प्रशासनिक कर्मचारियों को जनवरी, 2018 (01/01/2018 से 06/01/2018) के पहले सप्ताह के दौरान प्रशासन-I में Service Rule 202 के तहत उनकी सर्विस बुक का निरीक्षण करने के लिए आमंत्रित करता है। साथ ही यह भी अनुरोध है की कृपया अपने परिवार के विवरण [नियम 54 (12)] के अनुसार निर्धारित प्रपत्र 3 में प्रदान करें, recent पासपोर्ट आकार की तस्वीर जो आपकी सर्विस बुक में चिपकाने हेतु एवं स्थानीय पता का विवरण (यदि बदला गया है तो) भी उपलब्ध कराएं।

The undersigned is directed to invite all Scientific and Administrative Staff in Administration – I section during first week of January, 2018 (01/01/2018 to 06/01/2018) to inspect their Service Book as per Service Rule 202. In addition to this it is also requested that please provide your Family Details in prescribed Form 3 [See rule 54 (12)], recent passport size photograph to be affixed in your Service Book and Local Address details (if it got changed) to update your Service Book at the earliest.

(Chander Vallabh)
Assistant Admin. Officer

वितरण :-

1. समस्त वैज्ञानिक स्टाफ, IASRI।
2. समस्त प्रशासनिक स्टाफ, IASRI।
3. निदेशक कार्यालय, IASRI।
4. प्रधान प्रभाग संगणक अनुभाग, संस्थान की website पर डलवाने हेतु।
5. वरिष्ठ प्रशासनिक अधिकारी की निजी सहायक, IASRI।
6. वरिष्ठ वित्त लेखा अधिकारी की निजी सहायक, IASRI।

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Date :

Place :

Note 1. – The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.