

प्रधान निदेशक लेखापरीक्षा (केंद्रीय) का कार्यालय  
361, लेखापरीक्षा भवन, अण्णा सालै, तेनमपेट, चेन्नै-600 018  
Office of The Principal Director Of Audit (Central),  
No.361, Lekha Pariksha Bhavan, AnnaSalai, Tenyampet, Chennai -600018

PDA(C)/Claims I/Genl./2021-22/197

Dt: 22.12.2021

**CIRCULAR- 14**

Sub: Annual attestation of Service Books for the Year 2020-21- reg

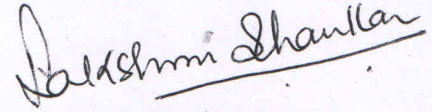
The work of annual attestation of service books for the year 2020-21 has to be taken up by the Claims Branch of this office according to S.R. 202 and a report on the completion of this work is to be submitted to P.D.

Hence all the staff members are requested to contact the claims section concerned on any working day for attesting the entries after verifying their leave account, Group Insurance entries, nomination details, CCL account in the Service Books etc. Also, according to internal Audit Manual, it is mandatory to renew the photograph of the official in the service books once in every ten years. Officials whose photos are more than ten years old may give their recent passport size for affixing the same in service Book.

Senior Audit Officers are hereby requested to instruct the staff under their control to comply with the above instructions as early as possible. For the officials in Field Party, they may be instructed to attest the Service Books when they visit Headquarters for conference/Meeting during Audit within Headquarters station

This issues with the approval of PDA(C) vide dt: 20 /12/2021

Yours faithfully,



Senior Audit Officer/Claims  
वरिष्ठलेखापरीक्षाअधिकारी/दावा

Copy to:

1. Group Officer's
2. All Sections & Field Parties
3. EDP (for uploading in the Website)
4. Hindi Section