

(4)

OFFICE OF THE  
SUPDT. OF POLICE (EAST)  
No. A340/SP/E/GP/16  
Dated: 16/10/16

**Most Important  
Personnel attention**

No.101/ Pol /SP (HQ)/E-II (B)/E2/2016/325  
**GOVERNMENT OF PUDUCHERRY**

MUTHIALPET CIRCLE  
No.: 1473/GP/16  
Date: 19.10.16

**OFFICE OF THE DIRECTOR GENERAL OF POLICE**

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Puducherry, 13.10.2016

**CIRCULAR**

Sub: Police – Estt– E-II (B) – Updation of Service Book – Reg.

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It has come to the notice of the undersigned that most of the Service Books of the 19<sup>th</sup> & 20<sup>th</sup> Batch Police Personnel are not in full shape.

As per the orders of the SSP[HQ] the Service Books are to be computerized

**Certificates to be recorded in the Service Book**

1. Employee has been medically examined & found fit.
2. His/Her character & antecedents have been verified.
3. He/she has furnished declaration of his/her not having contracted bigamous marriage.
4. He/she has taken the oath of allegiance/affirmation to the Constitution.
5. He/she has furnished the declaration of home town which has been accepted.
6. Details of family [signed/attested copy]
7. Nomination for retirement of Death Gratuity.

It is instructed that the Police Personnel of 19<sup>th</sup> & 20<sup>th</sup> Batch (E-II (B) Section-PC No.2850 to 3659) should come to the Establishment in the working days & verify their Service Books & any certificates & entries are missing/left out.

It is instructed to bring, Xerox copies of Aadhar/Pran/GSE/MSE/Cash award if any for necessary entries in the Service Books.

It may be treated as **MOST IMPORTANT & URGENT**.

*I.R.C. Mohan*  
**I.R.C. MOHAN (PPS)  
SUPERINTENDENT OF POLICE (HQ)  
PUDUCHERRY**

- To
1. All Superintendents of Police of Puducherry & Yanam region // With a request to circulate copy of this Circular to all the Police Personnel under their control for necessary further action.

2. All Inspectors / SHO's

*All sides / ce. need checked  
only*

*S. 18/10/16*

Forwarded for Necessary action  
Mut. PS / Spl. PS / O.P.

**SUPDT. OF POLICE (EAST)  
PUDUCHERRY**

**INSPECTOR OF POLICE  
MUTHIALPET CIRCLE  
PUDUCHERRY**