

No. A-45011/4/2012-Ad-I
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan
New Delhi - 110001

Dated: 08.08.2013

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CIRCULAR

All employees posted at the Headquarters, whose service matters are dealt in Admn. I Section of the Ministry, may inspect their Service Book on and after 12.08.2013 and before 30.08.2013 between 4:00 PM to 5:00 PM in Admn. I Section, Room No. 518, 'A' Wing, Shastri Bhawan, New Delhi-110001.

After inspecting the service Book, the employee concerned may append his/her signature at the designated space in the Service Book in token of his/her having inspected the Service Book.


(Kshitish Kumar)

Under Secretary to the Govt. of India

To,

1. All officers/ Officials of the Ministry of Corporate Affairs
2. Hindi Section for Hindi Version
3. E-Governance Cell for uploading the order on MCA website - Employees, Corner>Miscellaneous.
4. Guard File/ Notice Board