

No. CDN/MF.CGA/ e-SBook/2015: 669

Ministry of Finance  
Department of Expenditure,  
Controller General of Accounts  
7<sup>th</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi - 110511

Dated: 19<sup>th</sup> August, 2015

OFFICE MEMORANDUM

**Subject : Maintenance of Service book in electronic form- e-Service Book**

Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training has decided that the service book of the Central Government servants will be maintained in electronic form(e-service book). All the Controllers of Accounts may accept e-service book as a legal tender for all purposes. All the field Pay and Accounts Offices/ Regional Pay and Accounts Offices /Zonal Accounts Offices may be instructed suitably for compliance. Copy of DoPT OM No. 210011 15/2010-Estt.(AL) dated 20<sup>th</sup> July, 2015 is enclosed.



(P K Sharma)

Sr. Accounts Officer ( CDN)

Encl: as above

To.

1. All , Pr.CCAs/CCAs/CAs ( With independent charge)
2. Director, INGAF
3. CC ( Pension), CPAO
4. All Officers and staff of O/o CGA
5. Sr.AO ( ITD) with the request to upload OM on website

No.21011/15/2010-Estt.(AL)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Block-IV, Old JNU Campus,  
New Delhi - 110 067  
Dated: July 20, 2015

Office Memorandum

Subject: Maintenance of Service Book in electronic form - e-service book -

It has been decided that the Service Book of the Central Government servants will be maintained in electronic form, known as e-service book, as part of e-office Mission Mode project, by all Ministries/Departments of the Government of India in a phased manner. The Controller General of Accounts is requested to issue instructions to all Controllers of Accounts in various Ministries/Departments to accept e-service book as legal tender for all purposes.

(Mukul Ratra) 20.7.2015  
Director  
Tel: 26164314  
e-mail: mukul.ratra@nic.in

The Controller General of Accounts,  
(Kind Attn: Shri M. J. Joseph, ICAS, CGA),  
Ministry of Finance,  
Lok Nayak Bhawan, Khan Market,  
New Delhi - 110 511.

X - Sample by 27/7/15



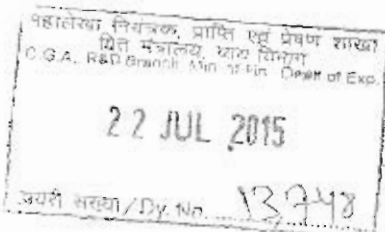
766/101111  
27/7/15

10/7/15 (15-30hrs)  
MAO (CON)

N.12P  
22/7

Jt CGA (Pm)  
22/7

AC/CA



CDN/842  
27-7-2015

Handwritten signature/initials

Co-ordinating

As directed, the letter should have

4/1 (TA)

Handwritten signature/initials