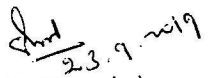


F. No.A-18/7/2018-Estt.I/1882-98  
Government of India  
Central Water Commission  
\*\*\*\*\*

IIIrd Floor(S), Sewa Bhawan,  
R.K. Puram, New Delhi – 110066.  
Dated : 23<sup>rd</sup> September, 2019

**CIRCULAR**

Apropos meeting held by CE(HRM), CWC on 18.09.2019 in his Chamber to observe the status of Service Verification in all Establishment Sections of CWC. The Checklist for Service Book Verification is enclosed. All Establishment Sections may assess the Service Books/records on the basis of the Checklist and ensure strict adherence to the points mentioned in the Checklist. In case of any shortfall on point(s) mentioned therein, steps may be taken invariably for their early compliance.

  
(S.K. Nanda)  
Director (Estt.-I), CWC

To,

1. Director (Admn.), CWC
2. US/SO – E-I, II, III, V, VI, VII, VIII, IX, X, XI, XII, XIII Section, CWC

## CHECKLIST FOR SERVICE BOOK VERIFICATION

<b>S.No.</b>	<b>Title of Form Required to Fill</b>	<b>Remarks for CWC, New Delhi</b>
1	Home Town declaration	
2	Declaration regarding marital status	
3	Form of Oath of Allegiance	
4	Nomination for Benefits under CGEGIS Form No.7 OR Form No. 8 (Depending on marital status)	
5	Entries on each charge relinquishment and assumption.	
6	Immovable Property Return on first appointment	
7	Statement of Movable Property on first appointment	
8	Form 3 (Family Details)	Fresh nominations may be sought after 18/25 years of service.
9	Nomination for Retirement Gratuity / Death Gratuity	Fresh nominations may be sought after 18/25 years of service.
10	Stmt. of liquid assets on first appointment	
11	Stmt. of PF & Life Insurance Policy on first appointment	
12	Stmt. of debts and other liabilities on first appointment	
13	Entries about Service Verification (every year) from P.B.R.	
14	Entries about LSPC while on deputation / foreign service	
15	All entries of date of relieving / date of joining on transfer completed and order placed in Service Book.	
16	All entries related to annual increment completed and order placed in Service Book.	
17	All entries related to pay fixation as per different CPC completed.	
18	Leave records completed upto _____.	
19	LTC availed recorded in Service Book	
20	Entry of promotion orders are entered with copy of order placed in Service Book	
21	Entries regarding CGEGIS contribution.	

### Special Remarks

- a. In the case of SC/ST, clear mention of the category has to be made in Service Book. Normally Yes/ No is written against this column which is wrong.
- b. Dossier at the time of initial appointment should be made the part of Service Book.