

No. A-45011/24/2012- Admn. I
Government of India
Ministry of Corporate Affairs


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

Dated :- 25th June, 2012

CIRCULAR

All employees posted at the Headquarter and whose service matters are being dealt in Admn. I Section of the Ministry, may inspect their Service Book on and after 10.07.2012 and before 31.07.2012 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 concerned employee may append his/her signature at the designated space in the Service Book in token of his/her having inspected the Service Book.



(J.S. Gupta)

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.