



**MAHAVITARAN**

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HRD/O&M/F.No.9 **No 00755**  
**Maharashtra State Electricity Distribution Co.Ltd.**  
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## **CIRCULAR**

Sub : Discrepancies regarding entries in the Service Book.

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The service particulars like date of joining in the Company/Board, age, leave availed, increments, etc are being recorded in the Service Book of every employee. However, it has been observed that such entries are not taken in the respective sections of the Service book allocated for specific entries. And most of the time these entries are being taken at any blank space available in the Service Book. As such, it becomes difficult to collect any particular information from the service book during the service/ at the time of retirement/ after retirement.

2. It is therefore directed that, the entries in the Service Book shall be taken at appropriate places specifically provided for the purpose. All concerned shall take note of the same and take precautions while updating the Service Books of employee.

3. This Circular is available on Company's Intranet and no hard copy will be sent to any Office.

( Sandesh E. Hake )

**Chief General Manager (HR)**