

FINANCE DEPARTMENT**No GIS (FIN) 4/2001 - 21246 (339)/F****From****Shri S.S. Pattnaik
Addl. Secretary to Government****To**

The Secretaries of
All Departments of Government
 Directors of
All Heads of Department
 Registrar, Utkal University
Vani Vihar, Bhubaneswar
 Registrar, Sambalpur University
Jyoti Vihar, Sambalpur,
 Registrar, Berhampur University
Bhanja Vihar, Berhampur
 Registrar, Orissa University of
Agriculture & Technology, Orissa, Bhubaneswar
 Secretary, Board of Secondary Education,
Orissa, Cuttack
 Secretary, Council of Higher Secondary
Education, Orissa, Bhubaneswar
 All Executive Officers of Municipal Corporation
 Municipalities and N.A.Cs.

Sub:- Instructions for making of up-to-date entries in the G.I.S Pass Books of Government servants and tagging up the G.I.S Pass Books with their respective Service Books.

Bhubaneswar, the 14th May, 2004

Sir,

I am directed to say that as per the instructions imparted in this Department Memo No.48066 (340)/F., dt.2.12.97 it is the responsibility of the D.D.O. / Employee concerned to see that, the up-to-date deposits under the G.I.S are; made in his/her favour. This is absolutely necessary in order to provide financial assistance to the family members of the employee concerned in case of death while in service. But it is noticed that, the G.I.S Pass Books in some cases have not yet been prepared and some G.I.S Pass Books have not been updated. Hence, it is suggested that, all the Establishment Officer / D.D.Os under your control may be instructed to collect the G.I.S Pass Books of the employees of their establishments and make these books updated according to the pay range of the employees. In case of non-availability of the G.I.S Pass Books of the concerned employee, the concerned Establishment Officer / D.D.O may also be instructed to furnish copies of the sanction orders in which the initial G.I.S deposits have been made and copies of the letters in which such amounts in shape of Bank Drafts / Treasury Challans have been sent to Finance Department for preparation of G.I.S Pass Books so that G.I.S Pass Books of each and every employee can be prepared and issued from Finance Department. It is also requested that the Establishment Officers / D.D.Os concerned may tag the G.I.S Pass Books of every employee with their respective Service Books so that these Pass Books can be updated regularly at the time of sanction of next annual increment / revision of their pay and there will be no chance for loss of G.I.S Pass Books. These instructions may kindly be brought to the notice of all concerned.

Yours faithfully

**Sd.-
ADDITIONAL SECRETARY TO GOVERNMENT**