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No. 08-BFUHS/Estt.-III/2020/

Date: \_\_\_\_\_

### CIRCULAR

All officers /official working on regular basis have to put his / her signatures in specified column or column no. 8 titled as 'Signature of Government Servant' of each & every page of his / her service book against the entry of office order i.e. regarding Medical Fitness, Joining on account of appointment / promotion, Clearance of Probation Period, Any kind of Leave, Annual Increment, Pay Fixation, ACP, Promotion, Transfer, LTC availed etc.

So by this Circular all the officers/ officials are advised to put their signature on their respective service books from time to time to make sure that they have noted that the required entry has been made in the service book. Putting up of signature in the service book is mandatory as per Punjab Civil Service Rules.

  
Registrar

Endst No. 08-BFUHS/Estt.-III/2020/ 10396 - 405

Date: 28/5/2020

Copy to the following for information & n/a :-

1. SVC for the information of worthy Vice Chancellor
2. Principal(s) of the all Constituent Colleges, BFUHS
3. Registrar's office
4. Medical Supdt, GGS Medical Hospital, Faridkot
5. Director, Advanced Cancer Institute, Bathinda
6. Joint Director, University Centre of Excellence in Research, Faridkot
7. Senior Medical Officer, Civil Hospital, Badal / Jalalabad
8. All Branch Heads
9. Notice Board
10. University website [www.bfuhs.ac.in](http://www.bfuhs.ac.in)

To circulate among the  
concerned officers /  
officials

  
Registrar