



सेवाकरआयुक्तकाकार्यालय , सेवाकर - III आयुक्तालय  
OFFICE OF THE COMMISSIONER OF SERVICE TAX, SERVICETAX III COMMISSIONERATE  
न्यूरीटावर्स, 2054 / I, अण्णानगर, चेन्नै- 600040  
NEWRY TOWERS, 2054 / I, ANNA NAGAR, CHENNAI- 600 040

सी/सं.C.No.II/20/42/2016-STC-III

दिनांक/Dated:26.05.2017

**CIRCULAR**

**Sub:-SB.—VERIFICATION OF SERVICE BOOK BY OFFICERS/STAFF  
— REGARDING.**

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SERVICE BOOK IS REQUIRED TO BE VERIFIED BY ALL THE OFFICERS ANNUALLY TO ENSURE THE CORRECTNESS OF ENTRIES AND UPDATION OF FORMS / DOCUMENTS FILED IN THE SERVICE BOOK. IT IS THEREFORE INFORMED THAT ALL OFFICERS MAY VERIFY THEIR SERVICE BOOK AVAILABLE IN THE SB SECTION BETWEEN 3PM TO 5 PM FROM 29.05.2017 TO 13.06.2017 ONWARDS. IT IS ALSO INFORMED THAT THE FOLLOWING DOCUMENTS MAY BE PRODUCED FOR FILING IN THE SERVICE BOOK.

- 1) RECENT PASSPORT SIZE PHOTOGRAPH
- 2) PROOF OF PRESENT RESIDENTIAL ADDRESS
- 3) COPY OF PAN CARD

*CKBansal*

ADMINISTRATIVE OFFICER (SB)  
SERVICE TAX III COMMISSIONERATE

To:

- ✓)The Superintendent, Computer Section for displaying in the Website
- 2)The Notice Board

**Note: All Assistant Commissioners are requested to inform the same to all the officers working under your charge.**