



GOVERNMENT OF TRIPURA  
DIRECTORATE OF FIRE SERVICE  
TRIPURA : : AGARTALA.

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No. F.4-22/TFS/2018/3574

Dated 25.06.2018.


MEMORANDUM

It has been reported recently in few cases that the dealing Clerks are not taking any action on the basis of requests of concerned employees for modification of permanent address, educational/technical qualification etc. in their Service Book even after approval of the superior/ competent authority in these matter which shows gross negligence on the part of concerned dealing Clerks and Section In-charges towards their duty.

All the dealing Clerks and Section In-Charges are directed to remain extra alert in future on these matters and such negligence will be treated strictly in future.

All the concerned employees who have applied for modification of permanent address, educational/technical qualification etc. in their Service Book are advised to verify physically whether their request has been reflected in their Service record or not after approval by the undersigned.

This should be brought to the notice of all staff immediately.

  
25/6/18  
(V. S. Yadav, IPS)

Director General of Fire Service  
Tripura ,Agartala.

Copy for necessary action to: -

1. The Joint Director Fire Service, FS Directorate, Tripura, Agartala.
2. The Maintenance Superintendent, Central Workshop, Badharghat.
3. The Divisional Fire Officer, West/ Gomati/ Unakoti/ Dhalai Division.
4. The Office Superintendent, FS Directorate, Tripura, Agartala.
5. The All OCs of Fire Station ( \_\_\_\_\_ Fire Station).
6. P.S. to Director General of Fire Service.
7. Notice Board/ Departmental Website.