

Maintenance of Service books.

As name itself indicate the Service-Book contains record of all important events in the entire service of the employee at one place. It is a collection of the personal information of the employee duly verified and authenticated by the competent authorities. It is treated as authenticated permanent record of the employee. It is preserved even after the employee is out of service.

Format of Service-Book, prescribed by the State Government for their Employees has been adopted for all Teaching and Non-Teaching Employees. Responsibility of maintaining and updating entries in respect of pay, leave, increments, and other important service matters in the service-book rest with the concerned Institutions/ Offices. Every entry in the Service-book is required to be verified from authenticated documents and certified by the Head of the Institution/ Office or any officer who has been assigned the work of maintenance of Service Books.

First Page of the Service Book :

Following details shall be recorded on the first page of the service book after due verification of the original documents:-

1. Complete name of the employee (In case of female employees their changed name after Marriage)
2. Race :- Religion / Caste (with category of Backward Class)
3. Present residential address of the employee,
4. Father's/Husband's name and place of residence,
5. Date of Birth of the employee, (Authenticate document on the basis of which date of Birth is verified is required to be mentioned in space provided and it is to be certified with due attestation).
6. Height,
7. Identification marks,
8. A Educational qualification at the time of Appointment,
B Educational qualification acquired after Appointment,
9. Date and signature of the employee,
10. Signature with date and designation of Head of Institution / Office or designated officer in support of verification of all entries and their certification.
11. Report of the Medical Examination,
A Medical Certificate Number and date:

B Name and Designation of the Medical Officer:

Entries on the first page of the service book are to be again verified after every five years and if required to be updated the same with due attestations.

Entries on Other Pages of the Service-BOOK

Following details are required to be recorded in the remaining pages of 15 columns of the service book :-

1. Post of Appointment (designation) and pay scale(Pay Band and Grade Pay),
2. Nature of appointment, Permanent/Temporary/Officiating,
3. Date of joining the post/ duties,
4. Pay of the Officiating post (pay in pay-band)
5. Academic Grade Pay/ Grade Pay
6. Special Pay/ additional pay if any,
7. Date of Appointment /up gradation/ promotion/demotion or any change in officiation,
8. Signature of the employee,
9. Date of expiry of the tenure,
10. Continuation in the service and period of extension,
11. Date of relieving from duties / termination etc, after expiry of the tenure,
12. Signature with date and designation of Head of Institution / Office or designated officer in support of verification and certification of the entries.

Other Entries to be taken in the service book :

Entries in respect of following events/ occasions shall be taken in the service books.

1. Date of Increment and pay in pay band after drawal of increment,
2. Entries of pay fixation,
3. Drawal of annual increments, its postponement/ withholding/ date of releasing increment,
4. Granting of additional increments, if any,
5. Any changes / subsequent Pay-fixation if any during the service period,
6. Earned leave, Half Pay Leave, Commuted (Medical) Leave or Leave without Pay sanctioned/ enjoyed by the employee,
7. Continuation in service and period of continuation along with number and date of the order,
8. Number and date of the order of continuing service until further orders,
9. Any Examinations passed/ additional qualifications acquired during service period,
10. Nominations made by the employee for various benefits,
11. Employees Provident Fund Account number,

12. PAN Card number of the employee,
13. Options if any exercised by the employee,
14. Promotion /Up gradation / Transfer,
15. Transfer on Lien / Study Leave with period/ dates,
16. Actual date of return / re-joining duties after expiry of Lien/ Study leave.
17. Loans and Advances if any granted to the employees,
18. Training received (period and place of training/ institute),
19. Punishments / disciplinary action against the employee,
20. Any 'No Objection Certificate' given to the employee (no. and date of such letter/ order)
21. Any other important matter/ event in the service period of the employee.

Entries in respect of Leave

Some pages of 37 columns for calculation of availability, consumption and balance leave (Earned leave, Half Pay Leave etc) have been provided at the end part of the service book. As per existing rules, calculation and credit of Earned Leave and Half Pay Leave is to be calculated half yearly on every 1st day of January and July. Therefore calculation and updating of Leave record of the employees shall be done at least in the months of January and July every year. If employee enjoys leave in between, then deduction of availed leave to its credit and balance leave shall be done every time with due certification.

Entry of no. of Leave Without Pay enjoyed shall be taken in red ink in the last column (col.no.37) in the leave account statement of the service book

Verification of the service shall be done every year from the records and pay-bills and certificate to that effect shall be recorded on the last page of the service book.

Transfer of the Service Book :-

If any employee is transferred from one Institute/ College/ School /Campus to other place; his service-book duly completed with up to date entries shall also be transferred to respective Heads, where employee is transferred.

Duplicate Service Book :-

Duplicate copy of the service book with all updated entries shall be provided to every employee. The Duplicate copy of the service book shall also be updated periodically at least once in a year.

Preservation :-

The service book of the employee is a permanent record of the employee and shall be preserved for a period of five years beyond date of the superannuation / after expiry of the service of the employee.

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