

SERVICE BOOK

1.	Name	•
2.	Nationality / Religion	:
3.	Residence	:
4.	Father's name and residence	:
5.	Date of birth by the Christian era	:
6.	Qualification - General and Professional	:
7.	Qualification - Technical	:
8.	Previous Service and experience claimed	:
9.	Date of appointment in the present service	:
10.	Date of opening service book	:
11.	Signature of the employee	:
10	Signature of the head of Institution	•

Name	Nationality / Religion	Present Address	Permanent Address
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Exact height by measurement	Personal marks for identification	employee	Signature and designation of the head of the office or other attesting officer	Remarks
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attested atlest once in five years.

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Name of Post	Whether substantive or officiating and whether permanent or temporary (if appointed on contract	If officiating state substantive appointment if any	Pay in ostantive pointment	dditional pay for ficiating	Other columents ing under he term "Pay"	Date of appointment	Signature of the employee	or signature and designation of the head of the office or other attesting officer of columns (1) - (8)	Date of termination of appointment	Reason for termination (such as promotion, transfer dismisal)	Signature of the head of office or other attesting officer	Nature and duration of leave taken	Signature of the head or other attesting officer	Annual verification
<u>→</u>	specify the period)	3	sub	Ac of	em fall	7	11	1.1	10	11	12	13	14	15
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HPL / Commuted Leave with Medical Certificate

HPL / Commuted	Leave wit	h Medical	Certificate
APL / Commutes			

		Period		iculcai Cert	iricate			Period		Progressive	Remarks
SI.No.	From	То	No of 1	Progressive Total	Remarks	SI.No.	From		No.of days	Progressive Total	· ·
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HPL / Commuted Leave with Medical Certificate

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Leave on Paternity

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Proforma for Maintaining Child Care Leave Account

Period of Chi Tal	ld Care Leave ken	Balance of Child	d Care Leave	Signature and designation of
From	То	Balance	Date	Signature and designation of the certifying officer
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