



Gyan Ganga

Institute of Technology
& Science, Jabalpur

SERVICE BOOK

सेवा पुस्तिका

कर्मचारी का व्यक्तिगत विवरण

1. पूरा नाम तथा उपनाम

Name and Surname

2. (i) पिता का नाम

Father's Name

(ii) पति का नाम (विवाहित महिला होने पर)

Husband's Name (If a Married woman)

3. स्थाई निवास का डाक का पूरा पता

Perm. Full Postal address

Village, Tah., Distt. P.O. ;

P.S., Pin Code, STD Code

4. जन्म तिथि शब्दों तथा अंकों में

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Date of birth (in figure and words) प्रमाणित (Attested by)

5. ठीक ऊँचाई Exact Height विवाहित M/अविवाहित UM

6. (i) जाति, धर्म या कौम Caste, Religion or Race

(ii) सामान्य Gen/अनु. जाति SC/अनु. जनजाति ST / अन्य पिछड़ा विभाग OBC /अल्पसंख्यक Minority

7. पहचान चिन्ह Mark of Identification

8. नियुक्ति के समय शैक्षणिक योग्यता At the time of appointment Education Qualification

परीक्षा का नाम	वर्ष	बोर्ड या वि.वि.	श्रेणी	विषय
(i)				
(ii)				
(iii)				
(iv)				
(v)				

9. कर्मचारी के बांये हाथ के अँगूठे एवं अँगुलियों के निशान
Thumb and finger impression of left hand

नियुक्ति के समय कर्मचारी के पूर्ण हस्ताक्षर
एवं दिनांक

Full Signature of Employee
at the time of appointment with date

कनिष्क तर्जनी मध्य अनामिका अँगूठा
Little Fore Middle Ring Finger Thumb

प्रमाणक अधिकारी के हस्ताक्षर व दिनांक
Signature of attesting Authority & date

प्रत्येक पांच वर्ष के अन्तराल पर नियोक्ता के पूर्ण हस्ताक्षर व दिनांक

कर्मचारी के हस्ताक्षर Sign. Of Employee	Initials of Head of Office	कर्मचारी के हस्ताक्षर Sign. Of Employee	Initials of Head of Office
(1)		(1)	
(2)		(2)	
(3)		(3)	
(4)		(4)	

भारत के संविधान के प्रति निष्ठा की शपथ

मैं

..... सत्यनिष्ठा से प्रतिज्ञा करता हूँ कि मैं भारत के प्रति तथा विधि द्वारा
स्थापित भारत के संविधान के प्रति श्रद्धा और निष्ठा रखूँगा तथा मैं अपने पद से कर्तव्यों का
निर्वहन भक्तिपूर्वक सत्यता और निष्कपटता से करूँगा।

एतर्था ईश्वर मेरा सहायक हो

स्थान

कर्मचारी नियोक्ता के पूर्ण हस्ताक्षर

दिनांक

Notice

जिस कर्मचारी को यह सेवा पुस्तिका दी जाती है उसकी ओर से उसके पद के अनुसार ऐसा कोई
दुरुप्यवहार या त्रुटि हो जाय कि उससे किसी व्यक्ति के रूप्यों का नुकसान हो तो राशि
नियोक्त ने अपने पद के कर्तव्यों का निष्ठापूर्वक निर्वहन करने के लिये सुरक्षा बर्तार सेविंग बैंक में
रखी है वह दण्डस्वरूप जप्त हो सकेगी। कर्मचारी को पदांकन करने की यह एक शर्त है।

परिवारिक विवरण Details of Family

Full Name

कर्मचारी का नाम

DesignationDeptt.

पद

विभाग

Date of BirthDate of Appointment

जन्म तारीख

नियुक्ति दिनांक

मेरे परिवार के सदस्यों की स्थिति निम्नानुसार है: Details of the members of my family as on.....20

Si. No. क्रमांक नं.	Name of the members of family परिवार के सदस्यों की संख्या	Date of Birth जन्म तिथि	Relationship With the Employee कर्मचारी से सम्बन्ध	Initials of the head of office हस्ताक्षर विभाग प्रधान	Remarks टिप्पणी जैसे कि कर्मचारी के किसी आश्रित की असामान्य स्थिति इत्यादि

I hear by undertake to keep the above particulars update by notifying to the audit officer/Head of office of any addition of alteration.

स्थान Place.....

दिनांक Date.....

हस्ताक्षर

(To be filled in by the Head of Office)

Details of family:

Filed by.....

Designation.....

Office.....

Dated Sign. of Head of Office

Designation.....

Family for the purpose means-परिवार का अर्थ है -

- Wife of Wives in the case of a male - पुरुष, कर्मचारी की पत्नी/पत्नियाँ
- Husband, in the case of a female - महिला, कर्मचारी का पति
- Sons below twenty five years of age and unmarried daughter below five year of age including such son or daughter adopted legally before retirement.
25 वर्ष से कम आयु के पुत्र और 25 वर्ष से कम आयु की अविवाहित पुत्रियाँ एवं सेवा निवृत्ति के पूर्व ग्रहण वेध दत्तक संताने।

Note - wife and husband shall include respectively judicially separated husband and wife except granted on adultery.

SUBSCRIBER'S NOMINATION

(When the subscriber **has a family** and wishes to nominate to more than one member thereof)

I hereby nominate the persons mentioned below, who are members of my family **life Insurance Contributory fund.**

Policy No

Premium Amount

Date of start

mode of payment Monthly / Quarterly / Yearly receive the

amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons/s in the amount shown be below shown below against their names :

क्रमांक	नमांकितों के नाम और पते	अंशदाता से सम्बन्ध	आयु	प्रत्येक को देय राशि या %	किन परिस्थितियों में नामांकन निरस्त हो जावेगा
1.....					
2.....					
3.....					
4.....					
5.....					
6.....					
7.....					
8.....					

उनका नाम, पता व सम्बन्ध, जिन्हें नामांकित का अधिकार प्राप्त हो जाये

Full names, addresses and relationship of the person.
if any, to whom the right of the nominees shall pass
in the event of their predeceasing the subscriber

Datedday of20 at

दो गवाहों के हस्ताक्षर

1.....

2.....

अंशदाता के हस्ताक्षर

[illegible]

[illegible]

[illegible]

[illegible]

निर्वाचक का नाम

ਜਨਮ ਤਿਥਿ

सेवा निवृत्ति / त्याग पत्र की तारीख

लगातार सेवा आरम्भ होने की तिथि

अर्द्ध वेतन छुट्टी (इसमें निजी कार्य से और थिक्कि. प्रमाण पत्र पर परिवर्तित छुट्टी अनर्जित छुट्टी भी शामिल है)।

[illegible]

Note : 1- The Earned leave due should be expressed in days.

2. When an employee is appointed during the course of a particular half year E.L. should be credited @212 days for each completed month and the fraction of a day will be rounded to the nearest day.
3. The old leave account respect of existing Employee has to be closed and the balance as on the 31st december 1975 will have to be carried forward to the new account in Co. 11 while doing so the balance the credit on the 31 December 1975 may be rounded off to the nearest day.
4. The entries in Co. 6 should be in complete days. Fraction of a day will be rounded to the nearest day.
5. Period of extra ordinary leave should be noted by not ink.
6. The entries in Co. 12 and 13 should indicate only in the beginning and end of completed year of services at the time of the half pay commences. Where a Employee completes another year of services while on half pay very leave the extra credit should be shown in co. 12 to 16 by making suitable additional entries and this should be taken in to account while completed in Co.12

[illegible]

सेवा निवृत्ति / त्याग पत्र की तारीख

लगातार सेवा आरम्भ होने की तिथि

Note 1: The Earned leave due should be expressed in days.

2: When a employee is appointed during the course of particular half year E.L. should be credited 02/12 days for each completed month and the fraction of a day will be rounded to the nearest day.

3: The old leave account respect of existing Employee has to be closed and the balance as on the 31st december 1975 will be have to be carried forward to the new account in Co. 11 while doing so the balance the credit on the 31 December 1975 may be rounded off to the nearest day.

4: The entire in Col. 6 should be in complete days. Fraction of a day will be rounded to the nearest day.

5: Period of extra ordinary leave should be noted by red ink.

6: The entire in Co. 12 and 13 should indicate only in the beginning and end of completed year of service at the time of the half per commences. Where a Employee completes another year of service while on half pay may leave the extra credit should be shown in co. 12 to 16 by making suitable additional entries and this should be taken in to account while complete in Co.32