

## SCRUTINY OF SERVICE BOOKS

1. Name of the Employee : .....
2. Father's Name : .....
3. Designation : .....
4. Caste (S/C. S/T. B/C) : .....
5. Date of Birth : .....

(as per High School or other educational qualification of from Medical certificate.)

6. Address : .....
7. Date of appointment and: .....
- appointment order No. : .....

8 Details of Promotion/Selection on the Post :-

**Post**

**Date**

**Order No.**

- (a) .....
- (b) .....
- (c) .....

9. Details of Time Scale sanctioned :

Date

Scale Allowed

Ist .....

IIInd .....

IIIrd .....

10. Date of Increment : .....
11. Date of permanency (O.M. No. & dt.) : .....

Post.....

12. Police Verification : .....
13. Medical fitness : .....
14. G.I.S & Posting : .....
15. G.P.F a/c No. : .....
16. Employee Provident Fund No. : .....

(if transferred into GPF a/c No. Cheque No. & date Employer share/Employer share M/O Schedule taken in monthly account).

