SCRUTINY OF SERVICE BOOKS

1.	Marine 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						
	IInd						
	IIIrd						
10.	Date of Increment		:				
11.	Date of permanency (O	.M. No. & dt.)	·				
10	Dell'es Mes'Gest'es		Post				
12. 13.	Police Verification		:				
13. 14.	Medical fitness G.I.S & Posting		: :				
15.	G.P.F a/c No.		:				
16.	Employee Provident Fur	nd No.	:				
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(if transferred into GPF a/c No. Cheque No. & date Employer share/Employer share M/O Schedule taken in monthly account).

SI No.	Place of Posting	Post	Period of Posting From to	Service verification From to	Remarks
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IMPORTANT NOTE:

- (1) Pleasure ensure that every entry in Service Book must be signed by the Competent authority. If not the same be signed and get it completed by present competent authority after verification.
- (2) Cutting in Service Book must be attested by competent authority.
- (3) Un-qualified service period like extra ordinary leave. suspension period etc. for the purpose of pensionary benefit may be mentioned in leave account by red ink with reasons and supporting Office Memorandum's