



**SWAYAM SIDDHI COLLEGE OF MANAGEMENT &
RESEARCH, BHIWANDI**

SERVICE BOOK

For Teaching & Non-teaching Staff – Year 2019-20

Name of the Employee:

Father's Name / Husband's name:.....

Date of Birth:.....

Designation :

Educational Qualifications:.....

Aadhar Card no.....

Present Address:.....

..... E-

mail :.....

Mob. No.....

Date of Appointment:.....
Whether Confirmed or not ?.....
If confirmed, then give date of confirmation.....
Employee type : Permanent / Temporary / contractual / visiting
Pay scale / Pay band + grade pay.....
Basic Pay.....
Deduction Type (GPF/CPS).....
Nominee's name and relation:.....
Last increment (% and month).....
Promotion (if any) with order or resolution no.....
Transfer details (if any).....
Family details (along with name and relation)
.....
.....
Leave details (during the year).....
.....

Signature of the Employee

Verified (Signature of the Director)

Date & Stamp :.....

(Only for those employees appointed during this current year)

Medical Examination Report:.....

Certificate No. and Date:.....

Certificate issuing officer name and designation:.....