



# **Service Book**



Name			

# Shri Shankaracharya Institute of **Professional Management and Technology**

Old Dhamtari Road, Raipur, Chhattisgarh

(§) +91 771 2772989

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	) In
	,

info@ssipmt.com



www.ssipmt.com

PE	RSONALI	DATA		
1. Name (in Capital) :				
2. Father's/Husband's Name:				
3. Date of Birth:	4. Blood Group	5. Gende	r :	
6. Mother Tongue :	7. State of Domicile	:	L	
8. Language known : (1) Hindi	Read	☐ Write	Spe	eak 🖂 📉
(2) English				
(3)				
9. Category : General	OBC SC	ST	XSM PH	н он
10. Religion :		11. Cast	e :	
12. Qualification :				
(a) On entry:				
Degree/Diploma Univ	ersity / Board	Year of Passing	% Marks	Class / Div
Class/X				
Class - XI				
Degree / Diploma				
P.G.				
Ph.D				
Other qualification (if any)				
(b) After Joining Service :				
13. Past Experience				
	0	ization		Period
Post Held Grade	Organ	ization	From	То
	1			
			<del>                                     </del>	

14.	Personal Marks of Identification :	
15.	Present/ Local Address :	Permanent Address :
	Phone:	Phone:
16.	Family Members:	
	(a) Father :	
	(b) Mother :	(c) Spouse :
17.	Name & Address of next of kin (with Phone No.)	to be informed in case of emergency:
		Phone :
18.	Medical History in Brief:	

19. Nominations:

Fund	Name		Relationship	Age
Provident Fund	(a)			
Provident Fund	(b)			
Dansian Fund	(a)			
Pension Fund	(b)			

Date

Signature of Employee

Left Hand Thumb Impression Director/ Principal

———— Service Book —— **SSIPMT** P.No.: CPF A/c No.:.... Name:..... Deptt.: .....

### 20. (a) Awards/ Certificate:

S.No.	Brief Account of Award	Year	Details of Award	Authority from whom received

#### 20. (b) Punishment:

S.No.	Brief Account of Punishment	Date	Quantum of Punishment	Authority who imposed

#### 21. Membership of Professional body / Association

S.No.	Professional Body	Type of Membership	Membership No.	Year

#### 22. Publications

S.No.	Title	Details of Book/ Journal / Conference/Seminar	ISBN/ ISSN	Year

#### 22. Publications cont....

S.No.	Title	Details of Book/ Journal / Conference/Seminar	ISBN/ ISSN	Year
				-
				1
				1
				1
				†

#### 22. Publications cont....

S.No.	Title	Details of Book/ Journal / Conference/Seminar	ISBN/ ISSN	Year

#### 22. Publications cont....

S.No.	Title	Details of Book/ Journal / Conference/Seminar	ISBN/ ISSN	Year

# 23. Training undergone

Training/ Course	Conducted by	Dura	ation	Whether sponsored by the
Course	Conducted by	From	То	Institute

# 23. Training undergone cont...

Training/	Conducted by	Dura	ition	Whether sponsored by the Institute
Training/ Course	Conducted by	From	То	Institute

# 23. Training undergone cont...

Training/	Conducted by	Dura	ation	Whether sponsored by the
Training/ Course	Conducted by	From	То	Institute

### 24. Career Progress:

S.No.	Revised Designation/ Responsibility	Scale / Grade	Pay	Date	Sign of Director/ Principal/ Registrar
		1	1		

### 24. Career Progress cont...

S.No.	Revised Designation/ Responsibility	Scale / Grade	Pay	Date	Sign of Director/ Principal/ Registra
					1

# 24. Career Progress cont...

S.No.	Revised Designation/ Responsibility	Scale / Grade	Pay	Date	Sign of Director/ Principal/ Registra
					+
					1
					+
					1
					+
					1
					+

### 24. Career Progress cont...

S.No.	Revised Designation/ Responsibility	Scale / Grade	Pay	Date	Sign of Director/ Principal/ Registra
		-			

#### 25. Maternity/ Paternity Leave

S.No.	Period		No. of Days	Ref. at	Resumed on
	From	То			

<sup>\*</sup>Note:

#### 26. Study Leave

S.No.	Per	iod	No. of Days	Ref. at	Resumed on
	From	То			

Note: CL/ML/DL/C.Off Records is maintained Separately]

### 27. Applications forwarded for outside employment :

S.No.	Post applied for & Grade	Organization	Date of Receipt	Date forwarded	Reference at Page

#### 28. Advances Granted:

C No.	Type of	Date of	Amount	Installm	ent Date	Domayle
S.No.	Advance	Sanction	Sanctioned	From	То	Remarks