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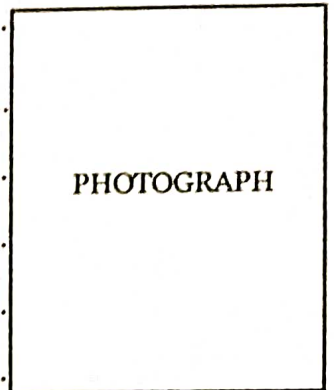
PART I
A PERSONAL MEMORANDA

1. NAME IN FULL (IN BLOCK LETTERS).....

2. FATHER'S/ MOTHER'S NAME.....

3. PERMANENT ADDRESS.....

.....
.....
.....
.....



4. NAME OF HUSBAND/ WIFE.....

5. NATIONALITY.....

6. (a) RELIGION.....

(b) COMMUNITY.....

7. WHETHER A MEMBER OF:

(a) SCHEDULED CASTE (IF YES, SPECIFY, CASTE).....

(b) SCHEDULED TRIBE (IF YES, SPECIFY, TRIBE).....

(c) BACKWARD COMMUNITY (IF YES, SPECIFY COMMUNITY).....

8. *Date of Birth* *in Figures* *in Words*

Christian Era

9. Educational Qualifications

SLNo	Examination Passed	University/ Institution	year of passing	Reg.No
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10. Details of Training

SLNo	Name of the Course of Training	Name of Institution	Period Training		Remarks If any
			From	To	

11. Personal Marks of Identification

- 1.....
- 2.....

12. Exact height by measurement.....

13. Signature with date or left thumb and finger impression of the Government servant (thumb and finger impressions are necessary in the case of persons not literate enough to put their Signature)

Fourth finger	Third finger	Second finger	First finger	Thumb

Signature of the employee.....
(Signature and finger impression to be obtained in the presence of the Head of Office or Attesting Officer)

14. Signature and Designation of the Head of Office or other Attesting Officer with date.....

15. Departmental Examination or tests passed with year of passing and other details (Entries to be attested)

Sl.No.	Name of Examination	Reg.No.	Year of Passing	Signature of the Attesting Officer
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16. Deails of first appointment

.....

.....

.....

17. Date of Superannuation.....

B. FAMILY PARTICULARS AND DETAILS OF NOMINATIONS**1. FAMILY PARTICULARS**

* Name and Address of Family Members	Relationship with the Employee	Age	Signature and Designation of Attesting Officer

* Only the names of Father / Mother, Wife / Husband and Children including legally adopted Children need be entered.

5. DETAILS OF G.P.F ACCOUNT NUMBER AND NOMINATION

G.P.F. Account number

Nomination for G.P.F.

(The fact of having filed the nomination may be recorded)

1. Nomination for G.P.F. received on..... has been verified and accepted and kept in safe custody.

Signature of the Head of Office

12

3.

4

6. NOMINATION FOR GROUP INSURANCE

Signature of the Head of Office

Signature of the Head of Office

C. DETAILS OF LOANS AND ADVANCES**1. HOUSE BUILDING ADVANCE**

Order sanctioning the advance	Amount	Rate of interest	No. of Instalments
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2. MOTOR CONVEYANCE ADVANCE

Order sanctioning the advance	Amount	Rate of interest	No. of Instalments
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PART II

PREVIOUS QUALIFYING SERVICE

A - PREVIOUS QUALIFYING SERVICE

Period		Name of Institution and Post held	Reason for termination of Service	Signature & Designation of attesting Officer	*Remarks
From	To				

*Remarks column may be utilised for recording "Govt. Service", "Aided School Service", "Service under Autonomous Bodies" etc. Supporting documents based on which entries have been made to be specified in the remark column and the document attached with the Service Book.

B - FOREIGN SERVICE

Period		Post held Name of Foreign Employer	Leave Salary Contribution and Pension Contribution payble	*Leave Salary Contribution and Pension Contribution actually remitted with credit particulars	*Remarks
From	To				

*Note :- By whom the contributions are payable, i.e. whether by Foreign employer or employee to be specified

PART III

HISTORY AND VERIFICATION OF SERVICE

General Instructions

- (a) Leave should be written in red ink and should always be expressed in days. The dates of commencement and termination of the leave should be quoted .
- (b) Suspension and regularisation of period of suspension should be written in red ink quoting the order.
- (c) Reference to any punishment or censure of the officer may be recorded under Details of punishment imposed on page 99-100 and reward or praised under Good Service Entry, Advance increment, Reward etc., on page 97-98.
- (d) Details of leave granted, leave availed of etc., may also be recorded in the remarks column (Col. 8)
- (e) A passport size photograph should be affixed in Part I A PERSONAL MEMORANDA in the space provided for the purpose. The photograph should be substituted by a fresh photograph once every 10 years.
- (f) Signature of the Head of Office of the Attesting Officer should always be dated.

History and verification of Service

Sl. No.	Period		Post scale of pay in full and Office with Station	Nature of appointment ***	Pay and other allowances	Signature of the Head of Office	*Remarks
	From	To					
1	2	3	4	5	6	7	8

* Remarks column may be utilised to record in narration from in red ink the details of leave granted, leave availed of etc.

** ie. Whether substantive, officiating, provisional etc.

History and verification of Service

Sl. No.	Period		Post scale of pay in full and Office with Station	Nature of appointment ***	Pay and other allowances	Signature of the Head of Office	*Remarks
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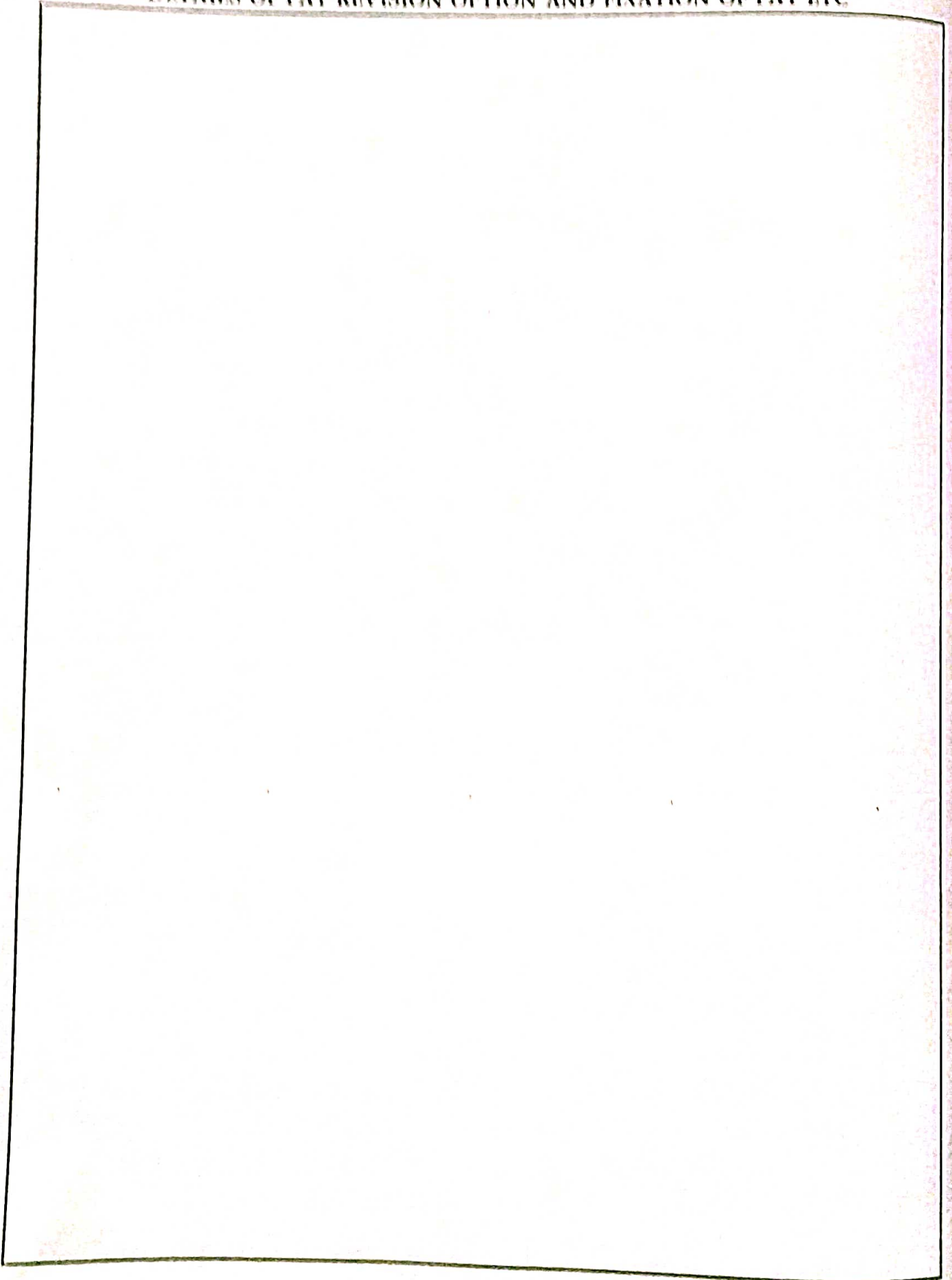
GOOD SERVICE ENTRY, ADVANCE INCREMENT, REWARD ETC.

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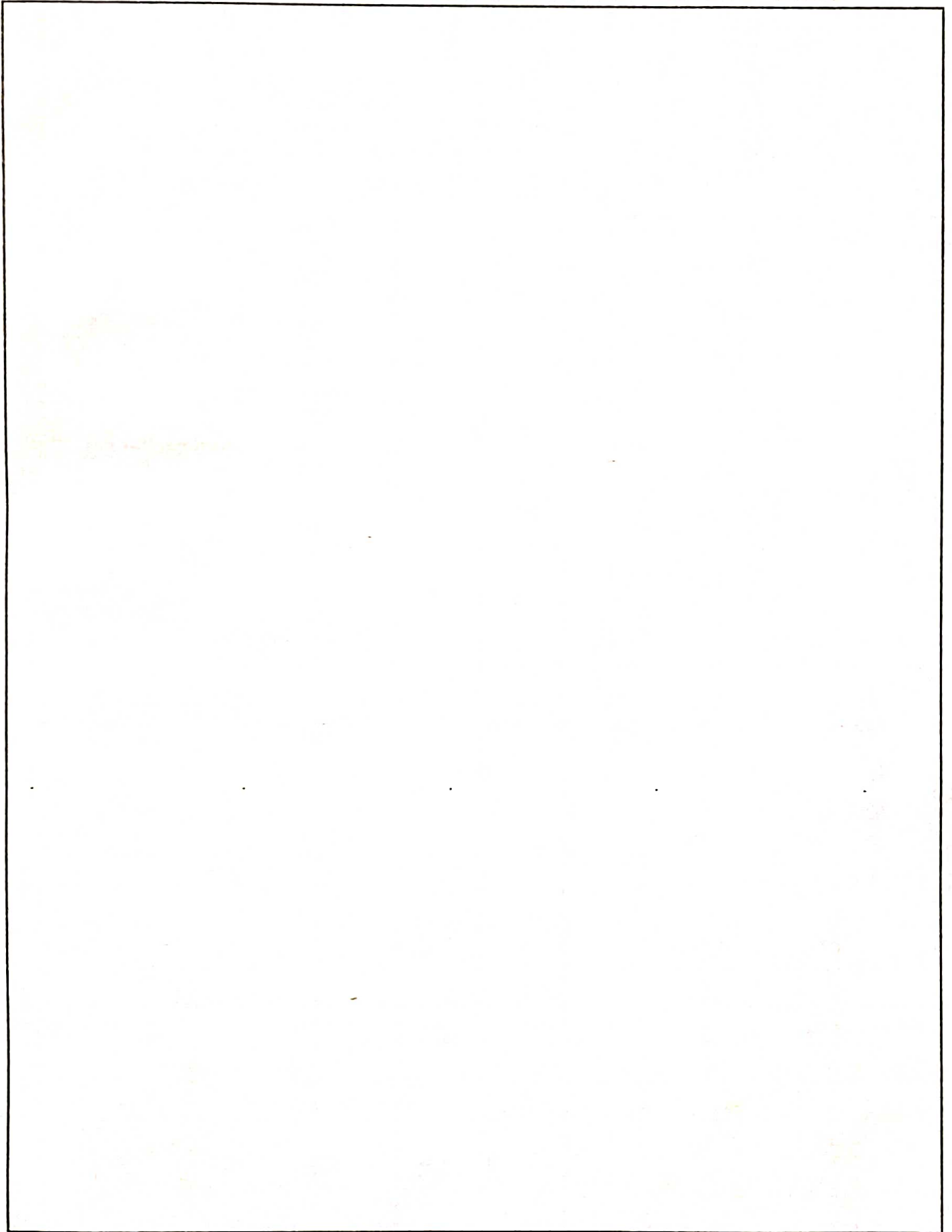
GOOD SERVICE ENTRY, ADVANCE INCREMENT, REWARD ETC.

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DETAILS OF PAY REVISION OPTION AND FIXATION OF PAY ETC



DETAILS OF PAY REVISION OPTION AND FIXATION OF PAY ETC

A large empty rectangular box with a black border, intended for details of pay revision options and fixation of pay.

DETAILS OF PAY REVISION OPTION AND FIXATION OF PAY ETC

A large, empty rectangular box with a black border occupies the majority of the page. It is positioned below the section header and is currently blank, suggesting it was intended for a table or detailed text but has not been filled in.

