

# PATNA COLLECTORATE PATNA



## Service Book

Name of Employee-

Name of Post-

# FORMAT OF SERVICE BOOK

## PART-I

### (Profile of Employee)



1. Name of Employee(in full)-

2. Father's Name-

3. Mother's name-

4. Name of Post- *Nationality*

5. Date of Birth(both in figures/words)- *Educational Qualification*

6. Caste / Category- *Height -*

7. Religion-

8. Address-

P.S.-

District-

State-

*Signature of Government Servant -*

9. Identification Marks-

10. Finger Prints-

Left


Right

(Signature of Office Head)

## PART-II

(Details of Postings/Transfers)

A.

Date of Joining	Order No.	Date	Issuing Officer	Designation	Post on which Transferred	Place of Posting	Office of Posting	Date of relieving	Duration of Tenure (y/m/d)
1	2	3	4	5	6	7	8	9	10

### B. Joining / Relieving Orders

Date of Joining with A.M/P.M)	Detail of order	Signature, Name & Designation of officer	Date of Relieving (with A.M/P.M)	Detail of order	Signature, Name & Designation of officer
1	2	3	4	5	6



**B. Revision of Scales**

Date Of Joining / Promotion / Revision	Name of Post	Pay-Scale	Basic Salary	Order & Date	Attestation of officer	Remarks
1	2	3	4	5	6	7

**C. Fixation Charts of New Pay Scales due to Promotion/ACP/Revision**



## Part-V

(CONFIDENTIAL REMARK)

### Part-A

Duration (From to )	Name of the Post	Regularity in Attendance	Knowledge of Rules / Circulars	Behaviour with colleagues	Obedience
1	2	3	4	5	6

### Part-B

Sincerity	Behaviour with People	Integrity	Maintenance of Files/registers	Overall Remarks (Outstanding /Very Good / Good / Satisfactory / Below Average)	Signature/ Name & Designation of the Officer
7	8	9	10	11	12













