F.No.21011/15/2010-Estt.(Allowance) Government of India Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training

New Delhi, 5th April, 2016.

Office Memorandum

Subject: Modernization of Service Book

The undersigned is directed to state that there is a proposal to modernize the Service Book to make it user friendly. The proposed format of the Service Book is annexed herewith.

2. All Ministries/Departments are requested to offer the comments, if any, within 15 days of this O.M.

Encl: As above

(Mukul Ratra) Director

Tel: 26164314

E-mail: mukul.ratra@nic.in

To

All Ministries/Departments of Govt. of India

PERSONAL INFORMATION

Name (Mr./Ms)	
Designation	

PHOTOGRAPH

(Attested by Head of office before pasting)

.1	2	3
At the time of appointment	After completing 18 yrs of service	12 months before the date of retirement.

1.	Aadhar Number					UPLOAD	
2.	Father & Mother's Name	Mr.			Ms.		
3.	Date of Birth					Select from	
		DATE	MONTH	70.9	YEAR	calendar	
4.	Date of Superannuation					Select from	
		DATE	MONTH		YEAR	calendar	
5.	Nationality	INDIAN NEPALE BHUTAI			Jpload El f Nepal/Bl	ligibility certificate if hutan	
6.	Whether belongs to SC/ST/OBC	Yes	No	(information no	t available in Aa	dhaar)	
	If yes	SC	ST	OBC		UPLOAD certificate	
7.	Whether differently-abled	Yes	No			Corrigionic	
	If yes, type of disability	UPLOAD certificate					
8.	Qualifications:						
	At the time of appointment	UPLOAD certificates					
9.	Subsequently acquired			UPLO	DAD		

	qualification(s) including Professional & Technical qualifications.		certificates
10.	Marital Status	Single Married Divorced/ Separated Widow/widower	Upload Declaration regarding bigamy.*
	If married,		
11.	Name of Spouse Permanent Address	Mr.	Ms
12		Pin code:	
12.	Communication Address	Din code	
		Pin code: Mobile No. Email	Alternate mobile No Alternate email
13.	Home Town at the time of entry into Govt		
	service	Nearest Railway Statio Nearest Airport	n:
	Subsequent Change of Home Town, if any		Upload Order

UPLOAD

(Signature along with left hand thumb impression of Govt. Servant with date)

UPLOAD

(Signature & Designation of Attesting Officer along with date and official seal affixed)
*(as per CCS (Conduct) Rules, 1964)

CERTIFICATE ATTESTATION (IMMUTABLE)

SL. NO.	SUBJECT	CERTIFICATE						
1.	Medical Examination.	The employee was medically examined on and found fit. The original medical certificate has been kept in safe custody vide Sl. No& Page No of Vol. II of the Service Book.	UPLOAD Medical certificate					
2.	Character & Antecedents.	His/Her character and antecedents have been verified and the verification report has been kept in safe custody vide S. No,page No of Vol. II of the Service Book.	UPLOAD (Police verification report)					
3.	Allegiance to the Constitution.	He/She has taken the oath of allegiance/affirmation to the Constitution vide S. No. & Page. Noof Vol. II of the Service Book.	UPLOAD (Filled form duly attested by Head of Office)					
4.	Oath of secrecy.	He/She has read the Official Secrets Act & Central Civil Services (Conduct) Rules and has also taken the oath of secrecy <i>vide</i> S.No. Page. No. of Vol. II of the Service Book.	UPLOAD (Filled form duly attested by Head of Office)					
5.	Confirmation in post after successful completion of probation period	The employee has been confirmed in the post of w.e.f A copy of the confirmation order has been filed at Sl. No page No of Vol.II of the Service Book.	UPLOAD					

FAMILY PARTICULARS & NOMINATIONS (MUTABLE)

SL.	SUBJECT	CERTIFICATE
1.	Family particulars	UPLOAD Family declaration form
2.	GPF/PRAN Account No	
3.	Original Nominees/ alternate nominees for GPF/PRAN	(Filled forms duly attested by Head of Office)
4.	Nomination for DCR Gratuity & Family Pension	UPLOAD (Filled forms duly attested by Head of Office)

Details of Service

Sl.	Ministry/	Per	riod	Post	Pay	Additions	Details of	UPLOAD
No.	Deptt/ Org.	From	То	Held		to Pay	leave salary/ pension contribution in case of Foreign service	(Relevant documents/ Orders, including those pertaining to previous qualifying service)
							SE	

LEAVE RECORD

Earned Leav	e (EL)								
Credited on 1st January	Det	oited	Balar	nce			Debited	Leave encashme for LTC, any		
								Uploa Orde		
Half Pay Lea	ve (H	(PL)								
Credited 1 st January			_	Bala	nce			Debited	Balance	
Child Care I	Child Care Leave (CCL)									
Tota	730	(days)		Debited (spells, Calendar year wise) Balan				Balance		
Maternity Leave										
						Leave availed				
							From	То	Total number of days	
A STATE OF THE PARTY OF THE PAR	Total Leave 180 days (for the first child)									
Total Leave	180	days (for	the 2"	" chil	d)					
Paternity L	Paternity Leave									
								Leave av	ailed	
							From	To	Total number of days	
	Total Leave 15 days (for the first child)									
Total Leave	15 d	ays (for t	he 2 nd	child)					
Whether any If yes, details		kind of l	eave av	vailed	: Yes/N	0			(upload order)	
	Credited on 1st January Half Pay Lea Credited 1st January Child Care L Total Maternity Lea Total Leave Total Leave Total Leave Total Leave Total Leave Total Leave Total Leave	Credited on 1st January Half Pay Leave (Half Pay Leave (Half Pay Leave Total 730) Child Care Leave Total 730 Maternity Leave 180 Paternity Leave 180 Total Leave 180 Paternity Leave 15 de Total Leave 15 de	Half Pay Leave (HPL) Credited 1st January Child Care Leave (CCL) Total 730 (days) Maternity Leave Total Leave 180 days (for Total Leave 180 days (for Total Leave 15 d	Credited on 1st January Half Pay Leave (HPL) Credited 1st January Child Care Leave (CCL) Total 730 (days) Maternity Leave Total Leave 180 days (for the first Total Leave 180 days (for the 2nd Paternity Leave Total Leave 15 days (for the first Total Leave 15 days (for the 2nd Paternity Leave) Total Leave 15 days (for the first Total Leave 15 days (for the 2nd Paternity Leave) Whether any other kind of leave as the state of	Credited on 1st January Half Pay Leave (HPL) Credited 1st Debited Bala January Child Care Leave (CCL) Total 730 (days) De Maternity Leave Total Leave 180 days (for the first child Total Leave 180 days (for the 2nd child Total Leave 15 days (for the 2nd child Total Leave 2n	Credited on 1st January Half Pay Leave (HPL) Credited 1st July Child Care Leave (CCL) Total 730 (days) Debited (syea) Maternity Leave Total Leave 180 days (for the first child) Total Leave 180 days (for the 2nd child) Paternity Leave Total Leave 15 days (for the 2nd child) Total Leave 15 days (for the 2nd child) Whether any other kind of leave availed: Yes/Norther 2nd child)	Credited on 1st January Half Pay Leave (HPL) Credited 1st July Child Care Leave (CCL) Total 730 (days) Debited (spells, year wis) Maternity Leave Total Leave 180 days (for the first child) Total Leave 180 days (for the 2nd child) Paternity Leave Total Leave 15 days (for the 2nd child) Total Leave 15 days (for the 2nd child) Total Leave 15 days (for the 2nd child) Whether any other kind of leave availed: Yes/No	Credited on 1st January Half Pay Leave (HPL) Credited 1st January Debited Balance Credited on 1st July Credited 1st July Debited Balance Credited on 1st July Credited on 1st July Debited (spells, Calendar year wise) Maternity Leave From Total Leave 180 days (for the first child) Total Leave 180 days (for the 2nd child) Paternity Leave From Total Leave 15 days (for the first child) Total Leave 15 days (for the 2nd child) Total Leave 15 days (for the 2nd child) Whether any other kind of leave availed: Yes/No	Credited on 1st January	

DETAILS OF LEAVE TRAVEL CONCESSION AVAILED

Sl. No.	Name	Relationship	Age(yrs)	Place of visit	Whether availed ten days leave encashment	Upload
1.						Sanction Order
2.						
3.						
4.						

HOUSE BUILDING ADVANCE (HBA)

(In chronological order)

UPLOAD SANCTION ORDER
UPLOAD SANCTION
ORDER

CENTRAL GOVERNMENT EMPLOYEES' GROUP INSURANCE SCHEME (CGEGIS)

Date of	Date of	Group to	Rate of	Perio	d	
joining Govt. service	oining admission which for the Admitted co	Monthly contribution (Rs)	From	То	Remarks	
1	2	3	4	5	6	7
						Subscription @ appropriate to Group of the Scheme recovered from pay and allowances for the period from Janto Dec
						Subscription @appropriate to Group of the Scheme recovered from pay and allowances for the period from Janto Dec

COMMENTS OF INTERNAL AUDIT

Date of Verification	Comments of Internal Audit	Signature of Audit Officer	Details of compliance of Observations of Audit by Head of Office
1	2	3	4