

SERVICE BOOK

Name of Employee

ANOJKUMAR SANTRAJ YADAV.

Designation

Assistant Professor

Date of Appointment

Date of Retirement

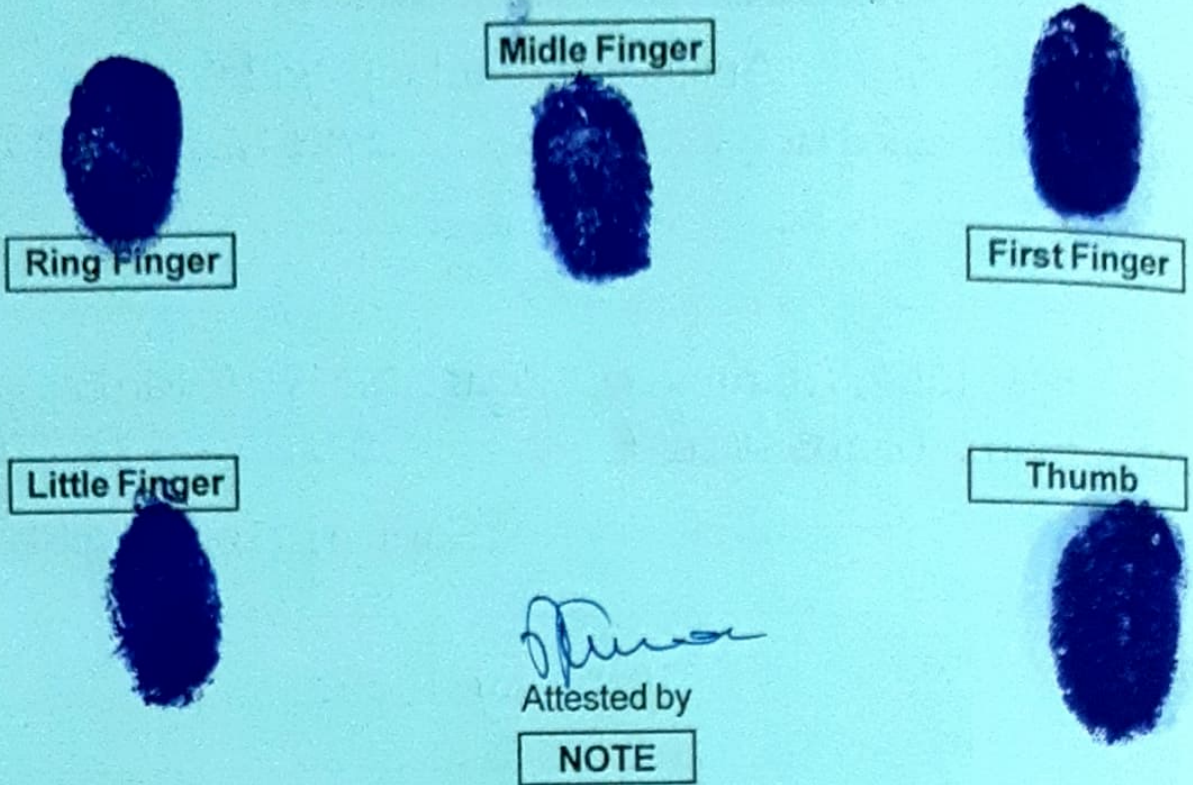
04/07/2012

PERSONAL INFORMATION

- 1) Name of the Employee in Full Anojkumar Santraj Yadav.
Aadhar No: 863160774045 PAN: AEYPY8882G
- 2) Caste with sub - caste (only in case of persons belonging to Backward Classes) _____
- 3) Residence B/6, 1004, Dharmveer Nagar, MMRDA Plot,
Tulshidham, Thane 400607 Telephone No. 9967357677
- 4) Father's / Husband's Name and Residence Address Santraj Shiv Yadav.
- 5) Date of Birth by the Christian Era 10th May 1988.
as nearly as can be ascertained. _____
[Correctness to be verified from Birth Registration Certificate / School Leaving Certificate]
Birth Place Kalwa, Thane, Maharashtra Mother Tongue Hindi
- 6) Date of medical examination after appointment and result of such examination _____
- 7) Exact height by measurement 170 cm
- 8) Personal marks for identification _____
- 9) Educational Qualifications S.S.C, H.S.C, B.E, M.Tech.
[To be verified from original Certificates]
- 10) Signature of employee [to be dated] A.P.K.
04/07/2012
- 11) Signature and designation of the Head Master
or Chief Executive Officer or President of the Management [to be dated]
- 12) Report of Medical Check-up
(I) Certificate No. and Date _____
(II) Issuing Authority and His/Her Designation _____

Note : The entries in the page except entries (10) and (11) shall be renewed or re-attested atleast every five years.

Left hand "thumb and finger impressions of Employee"



To avoid trouble about person, take great care in the following circumstances, that the Service Book clearly answers the following question :-


Circumstance	Question
When Service commences as :- [1] Officiating <u>Full Time</u>	What is the nature of vacancy? If there full time vacancy or does any other employee count the same for pension in the same appointment.
[2] On probation	Is it in a probationer's appointment specially allotted, or is it only 'officiating' as referred to in item [1]?
[3] Officiating in a temporary appointment	Is the temporary appointment eventually made permanent?
[4] Upon reinstatement after suspension	Is the period ordered to count for leave and if applicable Pension? (Article 370, C.S.R. or Rule 240 (I) of the B.C.S. Rs. Manual)

Each Head Master or the Cheif Officer should scrutinize entries taken in Service Book in this custody and certify accordingly.

Certified by the Head of the Office or other attesting Officer

Certified that all the entries on the Second and Third Page of the Service Book have been duly reattested by me and found to be correct* except that

Date _____ 20


Signature of the Head of the Office

Certified by the Head of the Office or other attesting Officer

Certified that all the entries on the Second and Third Page of the Service Book have been duly reattested by me and found to be correct* except that

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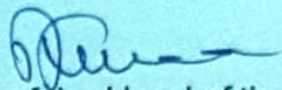
Certified that all the entries on the Second and Third Page of the Service Book have been duly reattested by me and found to be correct* except that

Date _____ 20

Signature of the Head of the Office

* These words should be scored out when there is no exception.

Certified that the service of Shri/Smt. Anojkumar Yadav Asstt. Teacher/Supervisor/Head Master/Mistress/Clerk/Peon of _____ High School _____ from 04/07/2012 to _____ [i.e. _____ years _____ months _____ days] is a pensionable continuous service as he/she has served during this period in recognised aided full time day non. Govt. Secondary School run by _____


Signature of the Head of the School

M.P.F. A/C No. _____

Information regarding M.P.F. Account

1) Teachers contribution with interest

Rs. _____

2) Management's share with interest

Rs. _____

Total Rs. _____

Teacher's contribution with interest paid on _____ by cheque No. _____ dated _____ /in Cash for Rs. _____ Management's share with interest of Rs. _____ (Rupees _____ has been credited into State Bank of India/Reserve Bank of India _____ Branch on _____ vide Challan No. _____ dated _____.

Permission granted for closure of P. F. Account by director of Education _____ Division _____ under his letter No. _____ dated _____

Signature of the Head of the School

Name of appointment	Whether substantive or officiating and whether permanent or temporary	If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates	Pay substantive appointment	Additional pay for officiating	Other emoluments falling under the term 'Pay'	Date of appointment	Signature of employee
1	2	3	4	5	6	7	8
Assistant Professor						04/07/2012	
Anoj Kumar							
Santraj Yadav							
VIVA Institute of Technology							
8000-275-13500	2012-13		8000				
	2013-14		8275				
	2014-15		8550				
	2015-16		8825				
15600-39100	2016-17		16420				
G.P. 6000	2017-18		17100				
	2018-19		17610				
	2019-20		18320				
	2020-21		-				
	2021-22		-				
	2022-23		19050				
			19810				

Signature and designation of the Head Master / Chief Executive officer or other attesting officer in attestation of columns 1 to 8	Date of termination of appointments	Reason of termination [such as promotion, transfer, dismissal, etc.]	Signature of the Head or Chief Executive officer or other Attesting Officer	Nature and duration of leave taken	Signature of the Head or Chief Executive Officer or other Attesting Officer	Reference to any recorded punishment or censure or reward or praise of the employee
9	10	11	12	13	14	15
	Completion of year	Increment				
			2012-2013	CL=12 ML=00 VL=20 LWP=09		
			2013-2014	CL=12 ML=10 VL=25 LWP=11		
			2014-2015	CL=12 ML=10 VL=30 LWP=28		
	30/06/13	Aug. 2013 275	2015-2016	CL=08 ML=10 VL=30 LWP=02		
	30/06/14	June 2014 275	2016-2017	CL=08 ML=10 VL=30 LWP=04		
	30/06/15	June 2015 275	2017-2018	CL=8 ML=9 VL=25 LWP=00		
	30/06/16	July 2016 7595	2018-2019	CL=8 ML=10 VL=25 LWP=00		
	30/06/17	July 2017 680				
	30/06/18	Oct. 2018 510				
	30/06/19	July 2019 710				
	30/06/20	-				
	30/06/21	-				
	30/06/22	July 2022 730				
		Aug. 2022 760				

Name of employee: Assistant Prof. Anoj Kumar Yadav.

Date of commencement of continuous Service: 04/07/12 **FORM OF**

DUTY			EARNED LEAVE						LEAVE WITHOUT PAY			HALF PAY		
From	To	Period in days	Leave earned (in days)	Leave taken			Balance on return from leave (Cols. 5-8)	From	To	No. of days	Length of service		No. of completed years of service 12	
1	2	3		From	To	Period in		8	9		10	11		12
04.07.12	30.6.13	1yr								09				
01.07.13	30.6.14	1yr								11				
1.07.14	30.6.15	1yr								28				
1.07.15	30.6.16	1yr								02				
1.07.16	30.6.17	1yr								04				
1.07.17	30.6.18	1yr								00				
1.07.18	30.6.19	1yr								00				
1.07.19	30.6.20	1yr								00				
1.07.20	30.6.21	1yr								00				
1.07.21	30.6.22	1yr								00				

Note: (1) Period of extraordinary leave taken should be noted in red ink column 24 for remarks.

(2) The entries in columns 10 and 11 should indicate only the beginning and end of completed years of Service at the time the half pay leave commences. In cases where an employee complete an year of service while on half pay leave the extra credit should be shown in columns 10 and 14 making suitable additional entries and this should be taken into account when completing

LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE										Total half pay leave (Cols. 17+21)	Balance on return from leave (Cols. 14+22)	Remarks
leave earned (in days)	Leave at credit (Cols. 23+13)	Credit of leave			Leave taken			Commutated leave converted into half pay leave (twice of col. 20)	21			
		From	To	No. of days	From	To	No. of days					
13	14	15	16	17	18	19	20	21	22	23	24	
				10			10				NIL	
				10			10				NIL	
				10			10				NIL	
				10			10				NIL	
				10			09				01	
				10			10				01	
				10			06				04	
				10			03				07	
				10			00				10	

column 23

Note: (3) Whenever the rate of earning leave changes, the fraction in the earned accumulated at an earlier rate should be rounded off to the nearest day i. e. fraction below half should be ignored and that of half or more should be reckoned as a day.