



# Government College Seraj at Lambathach

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## Regular Updation of Service Books/ Service Records

Government College Seraj ensures meticulous maintenance and regular updation of service books and service records for all employees. The college adheres to strict protocols for timely entries, verification, and authentication, guaranteeing accuracy and transparency. Service records are updated annually, and employees are facilitated to verify their records periodically. The college's efficient record-keeping enables seamless processing of promotions, transfers, retirements, and other personnel-related matters.

## Online

The screenshot displays a web application interface for managing service records. On the left, there is a sidebar with various transaction types and their counts: Annual Increment (21), Join at (7), Miscellaneous (2), Pay Fixation at (4), Placed as/Placement (2), Promotion at (1), Relieve from (5), Service Confirmation (2), Service Verification on (25), and Transfer to (4). The main area is titled 'Transactions' and shows a list of entries. The table has columns for Transaction, Dept, Addl C, Office, Transaction Date, Order Number, To Which Post, Class, Posting Area, Lock, and Options. The entries are filtered to show 5 entries per page. The first entry is 'Service Verification on' for HEDU, dated 1/10/2024, for an Associate Professor (History). The second entry is 'Annual Increment' for HEDU, dated 1/05/2024, for an Associate Professor (History). The third entry is 'Service Verification on' for HEDU, dated 31/03/2024, for an Associate Professor (History). The fourth entry is 'Service Verification on' for HEDU, dated 31/12/2023, for an Associate Professor (History). The fifth entry is 'Miscellaneous' for HEDU, dated 1/12/2023, for an Associate Professor (History). The interface also includes a search bar, a 'Show' dropdown set to 5, and pagination controls at the bottom showing 'Showing 1 to 5 of 73 entries'.

Transaction	Dept	Addl C	Office	Transaction Date	Order Number	To Which Post	Class	Posting Area	Lock	Options
Service Verification on	HEDU		Govt. College Seraj at Lambathach : Govt. College Seraj at Lambathach	1/10/2024	Service Verification	Associate Professor (History)	Class I	None	Yes	Select
Annual Increment	HEDU		Govt. College Seraj at Lambathach : Govt. College Seraj at Lambathach	1/05/2024	Annual Increment	Associate Professor (History)	Class I	None	Yes	Select
Service Verification on	HEDU		Govt. College Seraj at Lambathach : Govt. College Seraj at Lambathach	31/03/2024	Service Verification	Associate Professor (History)	Class I	None	Yes	Select
Service Verification on	HEDU		Govt. College Seraj at Lambathach : Govt. College Seraj at Lambathach	31/12/2023	Service Verification	Associate Professor (History)	Class I	None	Yes	Select
Miscellaneous	HEDU		Govt. College Seraj at Lambathach : Govt. College Seraj at Lambathach	1/12/2023	Gpplns	Associate Professor (History)	Class I	None	Yes	Select



3	9	10	11	12	13	14	15
Signature of Government Servant	Signature and designation of the head of the Office of other attesting Officer in attestation of Columns 1 to 8	Date of termination of appointment	Reason of termination such as promotion transfer dismissal etc.	Signature of the head or other office or other attending office	Name and duration of leave taken LEAVE Allocation of period of leave on average pay upto four months for which leave salary is debitable to another Government Period Government to which debitable	Signature of the head of the office or other attesting officer	Reference of any recorded punishment or centre of reward of praise the Government servant
		Covered under Grp ins @ rs 200/- p.a. for the year <u>2022-23</u> Vide Bill No. <u>MD10321412022-01</u>		Principal Govt. College Seraj (Lambathach) Distt. Mandi (H.P.)	Service verified w.e.f. <u>1-11-2022</u> to <u>31-12-2022</u> from the office copies of the pay bills.	Principal G.C. Seraj at Lambathach	
				Principal G.C. Seraj	Service verified w.e.f. <u>1.1.2023</u> to <u>30.6.2023</u> from the office copies of the pay bills.	Principal G.C. Seraj at Lambathach	
				Principal G.C. Seraj	Service verified w.e.f. <u>01.07.2023</u> to <u>31.12.2023</u> from the office copies of the pay bills.	Principal G.C. Seraj at Lambathach	
		Covered under Grp ins @ rs 200/- p.a. for the year <u>2023-24</u> Vide Bill No. <u>MD10321412023-01</u>		Principal Govt. College Seraj (Lambathach) Distt. Mandi (H.P.) D.D.C. Code - 214	Service verified w.e.f. <u>01.01.2024</u> to <u>30.6.2024</u> from the office copies of the pay bills.	Principal G.C. Seraj at Lambathach	
				Principal G.C. Seraj		Principal G.C. Seraj at Lambathach	