



Govt. College Seraj at Lambathach

Distt. Mandi H.P. 175048

(Affiliated to Sardar Patel University, Mandi)

Email: gcseraj-hp@nic.in

Website: www.gcseraj.ac.in

Reference Edu.GCSeraj-G-30/2024-

Dated: 11th November 2025

CRITERION 4- INSTITUTIONAL MANAGEMENT

4.7. 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.

The screenshot displays the PMIS dashboard for JAGDISH KUMAR, Sr. Assistant. The dashboard is divided into several sections:

- Header:** Government of Himachal Pradesh, Department of HIGHER EDUCATION. Logged As: JAGDISH KUMAR, Sr. Assistant. Establishment At: Govt. College Seraj at Lambathach.
- Navigation:** Initialization, eServiceBook Master, eServiceBook Transaction (After Verification), Reports/Queries, Transfer/Promotion, My Profile.
- Analytics:** Service Book Record (Form Wise) bar chart showing transactions for Education (1), Training (0), Family (1), Loan (0), Service History (36), Leave Details (17), Departmental Proceeding (0), Nominee (2), and Award & Medals (0). Last Service History Update on Date: 29 Jan 2025.
- Quick Links:** General (View eServicebook (Checklist), Upload Scanned Signature, Update Contact Details, File Medical/Tour Claims, Update Password, Map HimParivar ID with PMIS, Apply for GPF Final Payment), Online ACR/APAR/APR/AWP, Annual Property Return (APR).
- Personal Information:** JAGDISH KUMAR, Sr. Assistant. Date of Birth: 01 MAY 1974, Date of Retirement: 31 MAY 2032, eSalary Code: IP31-11585, Next Increment: ***, Employee Type: REGULAR.
- Address Information:** Establishment Detail, Salary Detail, View Pension Calculation Sheet, View Salary/GPF/CPF Subscription Details.

1	2	3	4	5	6	7
NAME OF POST	Whether substantive or officiating and whether Permanent or Temporary	If officiating, state of substantive appointment or (ii) Whether Service Counter for Pension Under AC371 (CS)	Pay in substantive Post	Allowance Pay for Officiating	Other Emoluments Falling under the Pay	Date of Appointment
One post of Associate Professor Zoology in level 13A/13100-217100 at Govt. College Seraj at Lambathach Distt. Mandi (H.P.)	Substantive		161600/-			07.10.2022 (D.O.B.)
			158400/-			07.12.2023

Principal
Govt. College Seraj
(Lambathach Distt. Mandi (H.P.))

One post of Associate Professor Zoology at Govt. College Seraj at Lambathach, Distt. Mandi (H.P.) on dated 07-10-2022 (F.N.) in compliance with Govt. of (H.P.) Department of H.E. Education Himachal Pradesh, Shri. II Notification No. EDN-A-124-620/2022 & office order No. 8772 dated 1st October 2022 from Principal Secretary Education, Govt. of Himachal Pradesh.

8	9	10	11	12	13	14	15
Signature of Government Servant	Signature & Designation of the head of the office or other attending officer in relation to Column 1 to 6	Date of Termination Appointment	Reason of Termination such as promotion, transfer, removal etc.	Signature of the head of the office or other attending officer	Name and Duration of leave taken	Period Government to which attributable	Signature of the head of the office or other attending officer in relation to Column 1 to 6
			Covered under Grpns @rs2000 p.a. for the year 2022-23. Vide Bill No. MD/152/10/2023-2024			Service verified w.e.f. 01.10.2022 to 31.12.2022 from the office copies of the pay bills.	
	Principal Govt. College Seraj (Lambathach Distt. Mandi (H.P.))					Service verified w.e.f. 01.01.2023 to 31.12.2023 from the office copies of the pay bills.	
	Principal Govt. College Seraj (Lambathach Distt. Mandi (H.P.))					Service verified w.e.f. 01.01.2023 to 31.12.2023 from the office copies of the pay bills.	
	Principal Govt. College Seraj (Lambathach Distt. Mandi (H.P.))					Service verified w.e.f. 01.01.2023 to 31.12.2023 from the office copies of the pay bills.	
	Principal Govt. College Seraj (Lambathach Distt. Mandi (H.P.))					Service verified w.e.f. 01.01.2023 to 31.12.2023 from the office copies of the pay bills.	


Principal
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