



**AALIM MUHAMMED
SALEGH COLLEGE OF ENGINEERING**

SERVICE REGISTER

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MAINTENANCE OF SERVICE BOOK

The Service Book should be opened as soon as the individual joins duty on allotment by Aalim Muhammed Salegh College of Engineering.

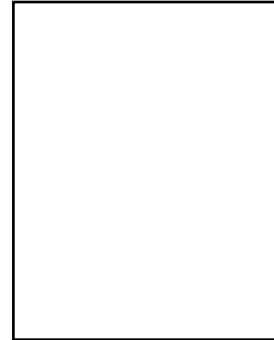
Entries should be made in Service Book as and when orders are issued regarding regularisation, declaration of probation, sanction of increment, leave, etc., and got attested by the Officer concerned.

The movement of Service Book should be watched by maintaining a separate register.

In order to ensure that the entries are made in the Service Book, the files pertaining to the sanction of increments, leave, etc., need not be closed unless the entries are recorded in Service Book.

The leave salary and advance contribution and the recovery thereof will be recorded in the Service Book by the Accountants Department.

SECTION-1
BIO-DATA OF THE FACULTY
(Teaching/Technical Support/Non-Teaching)



1. Name (in Block Letters) :	
2. Scheduled Caste / Scheduled Tribes / Backward Class / Others,	
3. Permanent Address (Name of Town or Village Taluk and district to be given)	
4. Communication Address (Name of Town or Village Taluk and district to be given)	
5. Name of Father	
6. Name of Mother	
7. Contact Number	

8. Email ID	
9. Gender	
10. Physical Status	
11. Martial Status	
12. Name of the Spouse	
13. Date of Birth	
14. Place of Birth	
15. Aadhar No	
16. PAN No	
17. Mother tongue	
18. Languages Known	
19. Educational and other qualification	
20. S.S.L.C. Certificate No	
21. Under Graduate Degree Certificate No	
22. Post Graduate Degree Certificate No	
23. Doctorate Degree Certificate No	
24. Height and Weight	

25. Visible Identification Marks	
26. Name of the Post to which Initially appointed and Department	
27. Blood group	

I do hereby declare that the above particulars are correct to the best of my knowledge.

Date :

Place :

Signature

Date :

Place :

Signature of the Authority

SECTION II

RECRUITMENT DETAILS

Deputation Department	Authorities Conducting Interview	Date of Selection	Appointment No	Attestation

SECTION -III

PROBATION

The appointment to any post in the Institute is temporary for a period of one year. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year.

At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of one year.

In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated.

SECTION-IV

DETAILS OF TRAINING

Training Under Gone	Period/Duration of Training	Name and Address of Institution Imparting Training	Attestation

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SECTION-V

PROBATION AND CONFIRMATION

Name of the post	Date of Regular Appointment	Date of Completion of Probation	Date of Confirmation	Authority Sign

SECTION VI

ABSTRACT OF DETAILS OF POST HELD

Name of the post	Designation	Date of Assumption of Charge	Date of Relief	Length of Service in Each Post

SECTION VII

SUSPENSION

Date on which placed under suspension with Reference Number	Whether the Subsistence Allowance paid and rate of subsistence allowance paid	Whether the period of suspension extended.	Period of suspension how regularised	Signature of Authority

SECTION VIII
LEAVE ACCOUNT

PART-I

EARNED LEAVE (For Non-Vacation Staff)

All members of staff (Teaching & Non-Teaching) are permitted to earn leave at the rate of 1/30 of duty, subject to a maximum of 30 days for the first 2 years of service.

After completion of 2 years' service all staff members are permitted to earn leave at 1/15 of duty and the maximum of the accumulation of earned leave is 90 days only over the whole service period.

EARNED LEAVE

Academic Year :

Month	No of Leaves Taken into account	Balance of Return of Leave	Authority Sign
JAN			
FEB			
MAR			
APR			
MAY			
JUNE			
JULY			
AUG			
SEP			
OCT			
NOV			
DEC			

EARNED LEAVE

Academic Year :

Month	No of Leaves Taken into account	Balance of Return of Leave	Authority Sign
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PART-II
CASUAL LEAVE (CL)

All the staff members are eligible for 12 days of casual leave per calendar year

Academic Year:

Month	No of Leaves Taken into account	Balance of Return of Leave	Authority Sign
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FEB			
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PART-III

MEDICAL LEAVE (ML)

Medical Leave for all staff members who complete one year of service are eligible for sanction of 10 days of Medical leave.

Medical Leave for all staff members who complete two years of service are eligible for sanction of 20 days of Medical leave.

Medical leave can be availed only in the case of severe Injuries and Disease.

MEDICAL LEAVE (ML)

Academic Year	From	To	No. of Days	Authority Sign

MEDICAL LEAVE (ML)

Academic Year	From	To	No. of Days	Authority Sign

PART-IV

MATERNITY LEAVE (MNL)

Maternity Leave for all staff members who complete two years of service are eligible for sanction of 3 months of Medical leave.

Academic Year	From	To	No. of Days	Authority Sign

PART-V

**EXTRA ORDINARY LEAVE ON LOSS
OF PAY (EOL)**

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the Institute requires the services, the staff member should re-join duty within three days of the letter dispatched from the Institute

Academic Year	From	To	No. of Days	Authority Sign

PART-VI

STUDY LEAVE

A staff member may be granted study leave with salary for pursuing PhD

Study Leave for all staff members who complete two years of service in this Institution are eligible to avail leave based on their requirements.

After Completing the PhD Degree, Faculty members should serve for three years in this Institution.

Academic Year	From	To	No. of Days	Authority Sign

PART-VII

VACATION LEAVE

The vacation staff members are permitted to avail a total of 45 days of vacation in a year. This not applicable for probation period (one year)

During summer vacation, a staff member can avail 30 days with prior permission. During winter vacation 15 days can be availed.

A staff member may be granted vacation on upon the circumstances.

They are declared as non-vacation staff:

- a. AdminOffice
- b. AdmissionsDirector and his Office
- c. HODs, Deans and Directors

The above three categories of staff are permitted to avail a Earned Leave.

SECTION -X

SOCIAL SECURITY BENEFITS

PART-I GRATUITY

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service in this Institute shall be paid service gratuity. The Gratuity is based on Indian Gratuity rules

Date	Experience in the Institute	Gratuity Amount	Authority Sign

PART-II

INSURANCE DETAILS

All members of staff (Teaching & Non-Teaching) are covered by a Group Personal Accident cum Hospitalization Insurance policy. The premium is paid by the management

Insurance Agency:

Policy Number:

INSURANCE CLAIM DETAILS

Date	Experience in the Institute	Gratuity Amount	Authority Sign

PART-III

INTEREST FREE FESTIVAL ADVANCE

Members of Non-Teaching staff who have completed two years of service and those who apply for Festival Advances are sanctioned interest free advance of Rs.12000/- each for the festivals viz Ramzan, Bakrid, Deepavali, Pongal & Christmas every year and it is recoverable in equal instalments from the salary of the staff member

Academic Year	Date	Festival Amount	Sanction Amount	Authority Sign

PARTICULARS OF TERM ADVANCES
SANCTIONED MARRIAGE ADVANCE

Sl.No.	Date	Sanctioned Amount	Number of Instalments to be recovered	Attestation

SECTION XI
NOMINEE DETAILS

Nominee Name
Relationship
D.O.B
Aadhar Number
PAN Number
Address
Contact No
Email ID

SECTION XI
FAMILY DETAILS

Sl.No.	Relation Name	Relation Ship	Age	Contact Number

SECTION XIII

RESIGNATION OF EMPLOYEES:

Exit Policy on Resignations: In general no resignation shall be accepted once the class work has commenced during the semester.

An employee shall have to give a willingness form before three months of Resignations.

Management has powers to relax the conditions in very special cases

Joining Date	Resignation Date	Service Period	Authority Sign