## **SERVICE BOOK**

[Prepared according to the proforma circulated by the Education Department, Government of West Bengal, vide Notification No. 1097-Edn (CS) dated 31st May, 1978, West Bengal Non-Government college Teachers' (Death-Cum-Retirement Benefit) Scheme and 1955-EDN (CS) dated 23rd December, 1981, West Bengal Non-Government College Employees' (Death-Cum-Retirement Benefit) Scheme with the relevant porvisions in the West Bengal Service (Death-Cum-Retirement Benefit) Rules, 1971.]

Name \_\_\_\_\_\_ DR; APURBA GIRI

Designation \_\_\_\_ ASSISTANT PROFESSOR

Department \_\_\_\_ NUTRITION

## SERVICE BOOK

## PARTICULARS OF THE EMPLOYEE

1	Name —	DR.	APURBA	GIRI
1.	Ivallie —	DR.	HLDI.	-711

- 2. Address: VIL-SAIYADPUR; PO-RAMNAGAR, DIST-PURBA MEDINIPUR PIN-721441
  - (a) Permanent —
  - (b) Present —

-Do -

3. Father's / Husband's name and residence

SATYENDRA NATH GIRI

Date of birth by Christan era —
 (To be ascertained and entered in accordance with Matriculation /
 School Final / Higher Secondary or other equivalent examination certificate) or Horoscope / Affidavit (for those who have not passed Matriculation or S.F. Examination.)

24.10,1982

5. Educational Qualification:

(a) At the time of entry —

M. TECH., PH.D., POST-DOC

- (b) Subesequent improvement in qualification with dates —
- 6. Exact height by measurement:

5'4"

7. Personal marks for indentification —

MOLE ON LEFT ELBOW

\*8. Signature of the employee —

Apurba Giri

\*9. Signatue of the Principal / President of the Governing Body / Ad-hoc Committee / Administrator.

Principal
Mugberia Gangadhar Mahavidyalaya

<sup>\*</sup> The Signature in line 8 should be renewed or reattested at least every five years and signature in lines 8 and 9 should be dated.

<sup>\*\*</sup> If the employee is the head of Institution, the signature in line 9 should be made by the President of the Governing Body / Administrator of the College.

## Instruction for filling in Columns of the History of Service

1. In colu	nn 4 (a) The nature of Appointment in the post held should be recorded with a reference to the relevant resolution of the Governing Body, VIz,
	Officiating / Temporary / Permanent / On probation for / Confirmed with
	effect form vice.
	Shrireleased /
	discharged / retired / deceased / against additional post created in terms of Order
	No dated of
	(vide resolution, dated)
	(b) No. & date of the relevant order of approval of each appointment / sanction of each extension should be recorded, viz.,
	Appointment approved (vide Order No dated dated)
	Extension sanctioned (vide Order No dated
th: Le	olumn 11 & 12 The service should preferably be annually verified. In case of the employee other in the Head of the Institution the Certificate of Verfication (Viz, verified with Acquittance Rolls are Register and other College records) shall be signed by the Head of the Institution while in the of Head of the Institution such certificate shall be signed by the President of the Governing by / Ad-hoc Committee / Administrator of the College.
3. In w	case of a teacher (including principal) changing from one College to another the Service Bool h up-to-date entries shall be sent by the former College to the College where the teacher joins

HISTORY O.

						OKYON
Name of post with full address of the Institution	Scale of Pay with stages of increment	Whether post is permanent or temporary	Nature of appointment permanent / temporary / Officiationg / Extension	appointmen	Pay and Special	Date of termination of appointment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Brojessor in Nutrition	Rs, 15600/- - 39,100/- with AGP Rs, 6000/-	Permanent Post	On Probation for one year	22,05, 2014		
Tugberia Gongadhar Mahavidyalaya	This pay fixation		w.e.f.			
. U Bhupatinagas	· has been		22.05.2014			
ist-Purba Medinipur	clause 5(i) of		Vide post Creation			
m-72/44/	533-Edn (cs)		G.O. No. 520-Edn			
	dated 28.08.09		(CS) dated 08,04,2010	7		
	DPI'S Memono.		Rostur			
	1656-WGC 4P-139 —		Point No. 37			
	UGC/09 (Pt-1)		Vide G.B resoluti	m		
	doted 08.12.2014	10	dated 15:05.2014			
			Recomenda Letter of	Hien		
	D.N.I		N.B.C.S.C Vide			
	date of		Memo No. 158/			
	increment 01.07.2015		158/ VU/Recom/ CSC/14			
			Dated 05/05/201	4		
*.						
,				01.07.20	15 Rs, 25, 600/-	30.06.2016
					Rs. 26,370/-	_30,06.201
				01.07.2017	Rs, 27,170	30.06.20
				4.		

Reason for termination of				
appointment (Such as promotion, Pay revision, resignation, dismissal etc.	Nature and duration of leave taken	Signature of employee	Signature of Head of Institution	Certificate of Verification of Servi
(8)	(9)	(10)	(11)	(12)
			of Mahavidyalaya	
		Apuba Gri	OSS incipal	
			Agon (1737)	
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crement				

0		SEKVIOL D			11131	JKY U
Name of post with full address of the Institution	Scale of Pay with stages of increment	Whether post is permanent or temporary	Nature of appointment permanent / temporary / Officiationg / Extension	Date of appointment/increment	Pay and Special Pay, if	Date of termination of appointment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
ssistant Professor		Pay fixed		22,830		
ssistant Brofessor Stage-02)		Pay fixed Rs.29,830/	,	29,830		
			P.			
		0		01.07.2018	29,830	30.06.2010
		ROPA Pay				
		Basic Pay				
		PS 0701.01202	0	77,60	)	
		Memo No		01-07-2019		24.46
		20200518 397872		0,07.29	77,60	30.66.20
		DA-18-05-202	n	01.07.202	799m	20.0/
		10 3000		07.07.000	7 1, 100	30.06.20
				01.072021	82,300	30.06.20
				01.07.2022	84.800	30.06.20
		1			//	
				01.07-2023	87,300	30.06.20
					3//0	Liber
				. E	Taraban .	
				***	gran	

Reason for ermination of appointment ch as promotion, Pay revision, resignation, lismissal etc.	Nature and duration of leave taken	Signature of employee	Signature of Head of Institution	Certificate of Verification of Service
(8)	(9)	(10)	(11)	(12)
				701
			2023	
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			Apperia Gans	
crement		Apolon Gin	,	
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crement		Apolon Gin	Mugberia	
	ermination of appointment the as promotion, Pay revision, resignation, ismissal etc.  (8)  ement	ermination of appointment the as promotion, Pay revision, resignation, ismissal etc.  (8) (9)  erment  erment  ment	ermination of appointment has promotion, resignation, ismissal etc.  (8) (9) (10)  erment Apollon Gin appointment has promotion, resignation, ismissal etc.  (8) (9) (10)  erment Apollon Gin appointment has promotion beave taken signature of employee employee appointment application of leave taken signature of employee employee application of leave taken signature of employee application of leave taken signature	rement  Nature and duration of leave taken  Nature and duration of leave taken  Signature of employee  Signature of Head of Institution  Signature of employee  Signature of Head of Institution  Signature of employee  Signature of Head of Institution  The production of Institution of Institution of Institution  The production of Institution of Institution of Institution of Institution  The production of Institution of Institution of Institution of Institution  The production of Institution

Leave Account of DR. APURBA GIRI Designation Assistant Prof. Date of Commencement of Service 22.05.2014 Balmeave at Cledit on run land Leave sarned on Vacation Period of duty Vacation Detention Half Average Average Average Pay on Half Vacation Leave Pay on M.C.[Total Pay [Total [Total of Cols. 15 & Institution served Average To From Detention From То Medical of Cols. of Cols. under Pay 14 & 4(b)] Certificate 13 & 4(a)] 5(b) 5(a) M(b) = 4(a) 4(c) (6)(1) 2(b) 3(a) 3(b) 2(a) Mugberia 2 Gangadhar 22.5.14 2 30.6.14 Mahavidyalaya 2 2 30.6.15 1.7.14 16 22 1 30.6.16 20 31 17.16 30.6.17 22 Medinipur Pin-721425 1717 48 40 30.618 3 1.7.18 30.6.1 58 60 1.7-19 30.6.20 88 80 1.7-2035.6.21 104 100 17.21 30.622 120 134 01-72231.12.22 01 149 140 01.01.23 31.12.2

Account in Natrition

Date of attaining the age of Superannuation

Date of	attairiii	ig the a	ge or a	oupera	innuatio	on						
L	eave take	on earned	Materni	ty Leave		Specia	Leave	Balance/	on return fr	om)Leave		
On average Pay on M. C.	On Half average Pay	Vacation Detention	Full Pay	Half Pay	Extra ordinary Leave		Half Pay	average Pay on	On Half average	Vacation Detention	Signature of the Head of Institution	Remarks
	(8)	(9)	10(a)	10(b)	11	12(a)	12(b)	(13)	(14)	(15)	(16)	(17)
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2.	2							2	2			
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