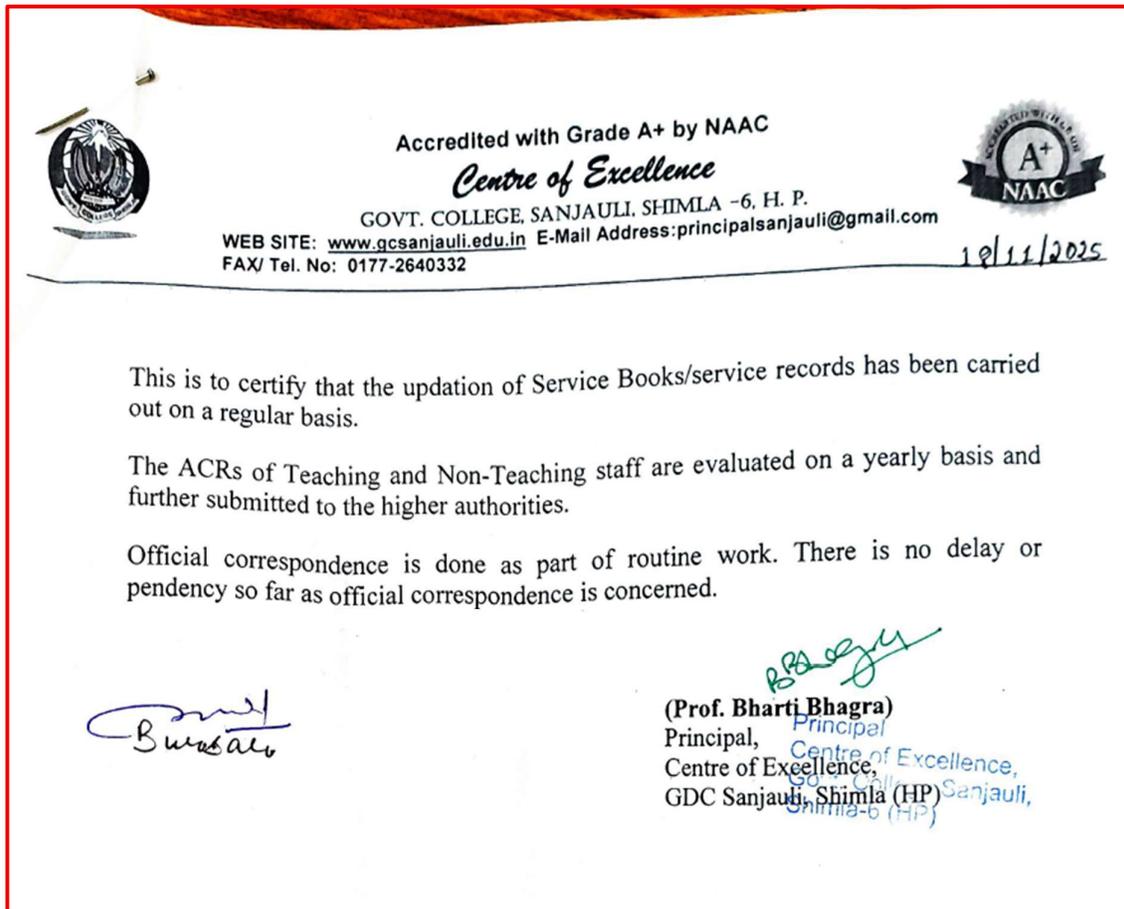


SELF ASSESSMENT REPORT (SAR) CRITERION IV:
INSTITUTIONAL MANAGEMENT

4.7 REGULAR UPDATING OF SERVICE BOOK/SERVICE RECORD:

The service books and service records of the staff are regularly updated and properly maintained by the college administration. All important details related to appointments, promotions, leave records, increments, and other service matters are recorded systematically. Regular updating ensures transparency, accuracy, and proper documentation of employees' service history.:



The certificate is a document with a white background and a red border. At the top left is the Government of India emblem. In the center, it states 'Accredited with Grade A+ by NAAC' and 'Centre of Excellence'. Below this is the college name 'GOVT. COLLEGE, SANJAULI, SHIMLA -6, H. P.' and contact information: 'WEB SITE: www.gcsanjauli.edu.in', 'E-Mail Address: principalsanjauli@gmail.com', and 'FAX/ Tel. No: 0177-2640332'. On the right is the NAAC logo and the date '19/11/2025'. The main body contains three paragraphs of text certifying the regular updating of service books and records, the evaluation of staff on a yearly basis, and the routine nature of official correspondence. At the bottom, there are two signatures: one in blue ink on the left and one in green ink on the right, with a blue stamp for '(Prof. Bharti Bhagra) Principal, Centre of Excellence, GDC Sanjauli, Shimla (HP)'.

Accredited with Grade A+ by NAAC
Centre of Excellence
GOVT. COLLEGE, SANJAULI, SHIMLA -6, H. P.
WEB SITE: www.gcsanjauli.edu.in E-Mail Address: principalsanjauli@gmail.com
FAX/ Tel. No: 0177-2640332

19/11/2025

This is to certify that the updation of Service Books/service records has been carried out on a regular basis.

The ACRs of Teaching and Non-Teaching staff are evaluated on a yearly basis and further submitted to the higher authorities.

Official correspondence is done as part of routine work. There is no delay or pendency so far as official correspondence is concerned.

Buratao

Bharti Bhagra
(Prof. Bharti Bhagra)
Principal,
Centre of Excellence,
GDC Sanjauli, Shimla (HP)

Certificate of updating of service book/service record

Name in full (in block letters)

नाम का पूर्ण नाम
Permanent Address

Village Banoli (Gharach) Post office Kufal
Dist Shimla (HP)

पिता/पति का नाम (ब्लॉक अक्षरों में)
Father's/Husband's Name (in block letters)

SH. DEVI DUTT SHARMA

राष्ट्रियता (यदि भारत का नागरिक नहीं है)
नेपाल प्रजासत्तक को संलग्न तथा तिथि
Nationality (if not a citizen of India
number and date of eligibility certificate)

INDIAN.



(क) क्या अनुसूचित जाति/जन-जाति का है? (विवरण)
Whether a member of Scheduled Cast/Tribe? (Details)

(ख) क्या अन्य पिछड़ी जातियों का है? (विवरण)
Whether a member of Other Backward Classes? (Details)

जन्म का वर्ष और जहाँ नहीं सम्भव हो सके सम्पूर्ण
वैश्व काल तिथि (संख्या और अंकों में)

07-11-1980. Seventh, Nov. N.H.
Eighty.

शैक्षणिक योग्यता
Educational qualifications

M.A. M. Phil.

शरीर के उन्नत मासिक नमूने (बिना जूते इत्यादि के)
Exact height measurements (without shoes etc.)

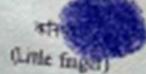
5'-8"

पहचान का वैयक्तिक चिह्न
Personal mark of identification

Mole on left cheek in mouth.

सर्वकारी कर्मचारी अगर साक्षर नहीं है तो बाएँ अंगुठे का निशान (लिपि सहित)
Left hand thumb imp. of the Govt servant, if he/she is not literate (with date)

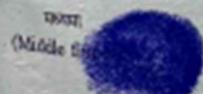
Employee Card
11763



बालू
(Little finger)



खुरी
(Ring finger)



मध्यम
(Middle finger)



सामान्य
(Fore finger)

सर्वकारी कर्मचारी के हस्ताक्षर अथवा बाएँ अंगुठे का निशान (लिपि सहित)
Signature or left hand thumb impression of the Govt servant (with date)

Amansher

कार्यालय अध्यक्ष या तदनुपस्थान करने वाले अन्य अधिकारी के हस्ताक्षर और पदनाम (लिपि सहित)
Signature & designation of the head of officer or other attesting officer. (with date)

Amansher
Principal 19/11/06
Kukwason (L.D.S.)

- 1- इस पृष्ठ पर दिये गये हस्ताक्षरों का नवीनीकरण या सत्यापन कम से कम हर पाँचवें वर्ष होना चाहिए। हस्ताक्षर के नये तारखे भी लिखने चाहिए। इस विषय के अधिक जानकारी के निम्न द्वार पाने की आवश्यकता नहीं।
- 2- पुलिस विभाग के कार्यों के बारे में अधिकृत हस्ताक्षरों के लिए अधिकृत पृष्ठ देखिए।
- Note 1- The entries in this page should be renewed or re-attested at least every 5 years & the signature in lines 11 & 12 should be dated. Finger prints need not be taken afresh five years under this rule.
- 2- For additional entries in respect of Government servants of the police department please see Last page.

EARN												Half Pay Leave				
EARN												Half Pay Leave				
EARN												Half Pay Leave				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<p>7/25 to 12/25 6 months 10 days - 300+10 days - 300+10 days Principal CC Sanjauli, Shimla-6</p> <p>11/25 to 12/25 1 month 10 days - 300+10 days - 300+10 days Principal CC Sanjauli, Shimla-6</p> <p>1/25 to 12/25 10 months 10 days - 300+10 days - 300+10 days Principal CC Sanjauli, Shimla-6</p> <p>1/25 to 12/25 10 months 10 days - 300+10 days - 300+10 days Principal CC Sanjauli, Shimla-6</p>												<p>From To</p> <p>From To</p>				

FORM OF LEAVE ACCOUNT																
FORM OF LEAVE ACCOUNT																
FORM OF LEAVE ACCOUNT																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<p>20 21 22 23 24 25 26 27 28 29 30 31 32 33 34</p>												<p>From To</p> <p>From To</p>				

B.S. Goyal
 Principal,
 COE, Govt. College
 Sanjauli, Shimla-6

3							4								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Name of Post	Whether substantive or officiating and whether Permanent or Temporary	If officiating state of substantive appointment or (B) whether Service Counts for Pension Under Act 371 CBR	Pay in substantive Post.	Additional Pay for Officiating	Other Encumbrances Filing under the Pay	Date of Appointment	Signature of Government Servant	Signature & Designation of the head of the office or other officiating officer in possession of column 10 &	Date of Termination Appointment	Reason of Termination such as promotion transfer dismissal etc.	Signature of other officiating officer	Name and Duration of leave taken	LEAVE Attention of head of office or average pay to be four months for which leave salary is not able to another Government	Signature of the head of the office or other officiating officer.	Reference of any record of punishment or centre of reward of praise the Government servant.
		Appointed as Assistant Professor (College Grade) Zoology on contract basis on fixed contractual amount @ Rs 34620/- vide Secretary (Education) to the Govt. of HP office Notification No SAN-A-KM (02) 10/11/2023 dt. 10/11/2023 and joined her duty in this College on dated 10/11/2023 (AW).				34620-10/11/2023							① Certified that the service from 10/11/2023 to 30/11/2023 has been verified from the office copies of pay bills & attendance rolls.	Principal GC Sanjauli, Shimla-6	
													② Certified that the service from 10/11/2023 to 1/12/2023 has been verified from the office copies of pay bills & attendance rolls.	Principal GC Sanjauli, Shimla-6	
													③ Certified that the service from 1/12/2023 to 6/12/2023 has been verified from the office copies of pay bills & attendance rolls.	Principal GC Sanjauli, Shimla-6	
															Attended for sleep education Training Programme from 22/12/2023 to 27/12/2023
														Principal GC Sanjauli, Shimla-6	

B. B. Logan
Principal,
COE, Govt. College
Sanjauli, Shimla-6

Helix _____ 1 _____ 2 _____ 3 _____ Verification Roll No. _____ Dated _____ Left thumb impression _____ Qualification _____ Dated Qualification _____ English on _____ Drill Qualification _____ Bangali on _____ Court Duties _____ Kathi on _____ Reserve Duties _____ Urdu on _____ First Art _____ Urdu on _____ B.L. or B.A. _____ Pen-Crawing _____ Pleadership Examination _____ Finger Prints _____ Training School Final Examination _____ N.B.A. LINE TO BE DRAWN UNDER THE QUALIFICATION POSSESSED.			
1. Name - (in full) <u>Saba Thakur</u> 2. Provident Fund Account No. _____ 3. Postal Life Insurance Policy No. _____ 4. Permanent Home Address (in full) <u>Vill. Salancho, P.O. Chanderpur</u> <u>Teh. Churab, Dist. Chamba (H.P.)</u> 5. Father's Name (and also Husband's) <u>Sh. Hadeev Singh</u> Name in the case of a woman Govt. Employee and residence. 6. Nationality (if not a citizen of India, number and date of the Certificate of eligibility granted by the Govt. of India) <u>Indian</u> 7. If a member of Scheduled Caste Scheduled Tribe Particular Caste/Tribes. <u>N/A</u> 8. Date of birth by Christian Era and where ever possible in Saka Era (both in words and figures) as determined by the competent authority. <u>06-02-1997</u> <u>(Sixth Feb. N/H Ninety Seven)</u> 9. Educational Qualifications? <u>P.T. G.</u> 10. Additional educational qualifications subsequently acquired. _____ 11. Exact height by measurement (without shoes) <u>165 CM</u> 12. Personal mark of identifications. <u>Mole on upper Side of Right Hand</u> 13. Left hand thumb and finger impression of the Govt. Employer if he is not literates enough to sign his name in English, Hindi or other regional language. _____ 14. Signature of Government Employee : <u>Saba</u> 		15. Signature & designation of the head of the Office or other attesting Officer. <u>Principal</u> <u>CS Sanjauli Shimla-6</u> <small>Note: The entries on this page should be reviewed or re-checked after every five years and the signatures, against item 14 and 15 should be dated (finger prints need not to be taken after five years.)</small> A.T.C. 4	

B. B. Singh
 Principal,
 COE, Govt. College
 Sanjauli, Shimla-6

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Name of post & Scale of pay	Whether substantive or officiating & whether permanent or temporary	Whether officiating state (1) or union (2) or other (3) or other (4)	Pay in substantive	Additional pay for officiating	Other emoluments falling under the term 'pay'	Date of appointment	Signature of Govt. Servant	Date of termination of appointment	Reason of termination such as promotion, transfer, etc.	Signature of the head of the office or other officiating officer responsible etc.	Number of months of leave taken	Allocation of period of leave on average up to 4 months for which leave is debitable to member concerned	Signature of the head of the office or other officiating officer	Reference to any record maintained or issued in connection with the Govt. service
Muzakki Professor Snackit Level-13A 131600 - 217100	Sub.	Jointed -	131600		131600	7/3/2014 (Ans.)								29 Certified that the service from 13.10.12 has been verified from the office copies of pay bills & remittance rolls. Principal GC Sanjauli, Shimla-6
do	Sub.				156900	1/2014								30 Certified that the service from 1.7.12 has been verified from the office copies of pay bills & remittance rolls. Principal GC Sanjauli, Shimla-6 Sanjauli Earned Leave w/e/f. 2.9/1/14 to 30/1/14 - 2 days Principal GC Sanjauli, Shimla-6
do	Sub.				161600	1/2015								31 Certified that the service from 1.7.12 has been verified from the office copies of pay bills & remittance rolls. Principal GC Sanjauli, Shimla-6 Sanjauli Earned Leave w/e/f. 2-4-2015 to 11/1/2015 - 10 days Principal GC Sanjauli, Shimla-6

अपनी सेवा में फिर नियुक्ति 270 से. & फ. में तब तक सर्वोच्च प्राप्ति या अंतिम नहीं लगे।
For temporary service, necessary certificate with reference to Article 370 C.S.R. should be recorded.

Form No. AMB BOOK DEPOT, G.P.O. No. 5, Delhi, Dist. N. 110117, 110123

B. S. G. G.

Principal,
COE, Govt. College
Sanjauli, Shimla-6