



CIMP

चन्द्रगुप्त प्रबंध संस्थान पटना
CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

SERVICE BOOK

NAME OF THE EMPLOYEE: _____



1. Name of the Employee :
2. Designation :
3. Date of Joining :

D	D	M	M	Y	Y	Y	Y
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4. Date of Birth :

D	D	M	M	Y	Y	Y	Y
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5. Scale/Pay Band/Pay Level:
6. Basic Pay :
7. EPF No. :
8. Father's Name :
9. Mother's Name :
10. Nationality :
11. Category : SC/ST/OBC/GEN (Strike out whatever is NOT applicable)
12. Caste :
13. Educational Qualification:
14. Height :
15. Mark of Identification :
16. Home Town :
17. Permanent Address :

Director/SAO

Signature of the Employee

.....
18. Current Address :

.....
.....

19. Contact No. :

20. Email ID :

21. Promotion :

Scale/Pay Band/Pay Level:, Date of Promotion:

Scale/Pay Band/Pay Level:, Date of Promotion:

Scale/Pay Band/Pay Level:, Date of Promotion:

Scale/Pay Band/Pay Level:, Date of Promotion:

Scale/Pay Band/Pay Level:, Date of Promotion:

22. Additional Increment, if any:

Increment Granted:, Date of Increment:

Increment Granted:, Date of Increment:

Increment Granted:, Date of Increment:

Increment Granted:, Date of Increment:

Director/SAO

Signature of the Employee

23. Warning/Censure Issued:

Letter No....., Dated:, Brief of the matter:

.....

Letter No....., Dated:, Brief of the matter:

.....

Letter No....., Dated:, Brief of the matter:

.....

Letter No....., Dated:, Brief of the matter:

.....

Letter No....., Dated:, Brief of the matter:

.....

24. Punishment :

Letter No....., Dated:, Punishment:

Letter No....., Dated:, Punishment:

Letter No....., Dated:, Punishment:

Letter No....., Dated:, Punishment:

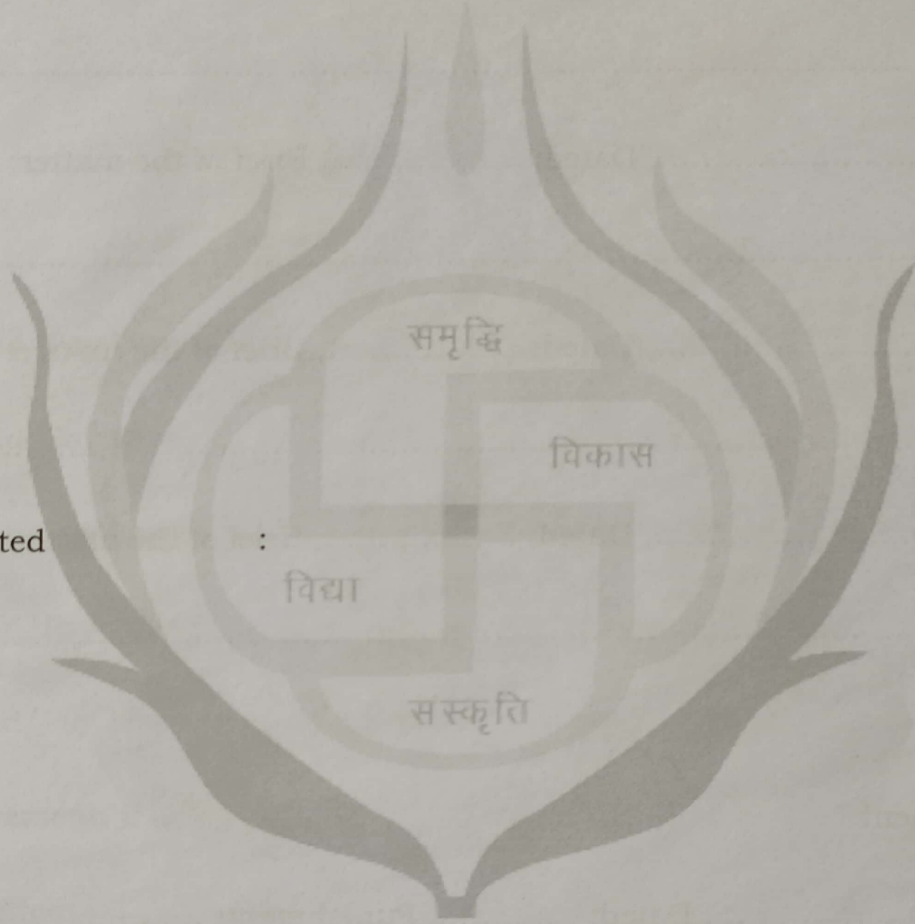
Letter No....., Dated:, Punishment:

Director/SAO

Signature of the Employee

25. Award(s)/Honour(s) Received :

26. Papers Presented :



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Director/SAO

Signature of the Employee



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Director/SAO

Signature of the Employee

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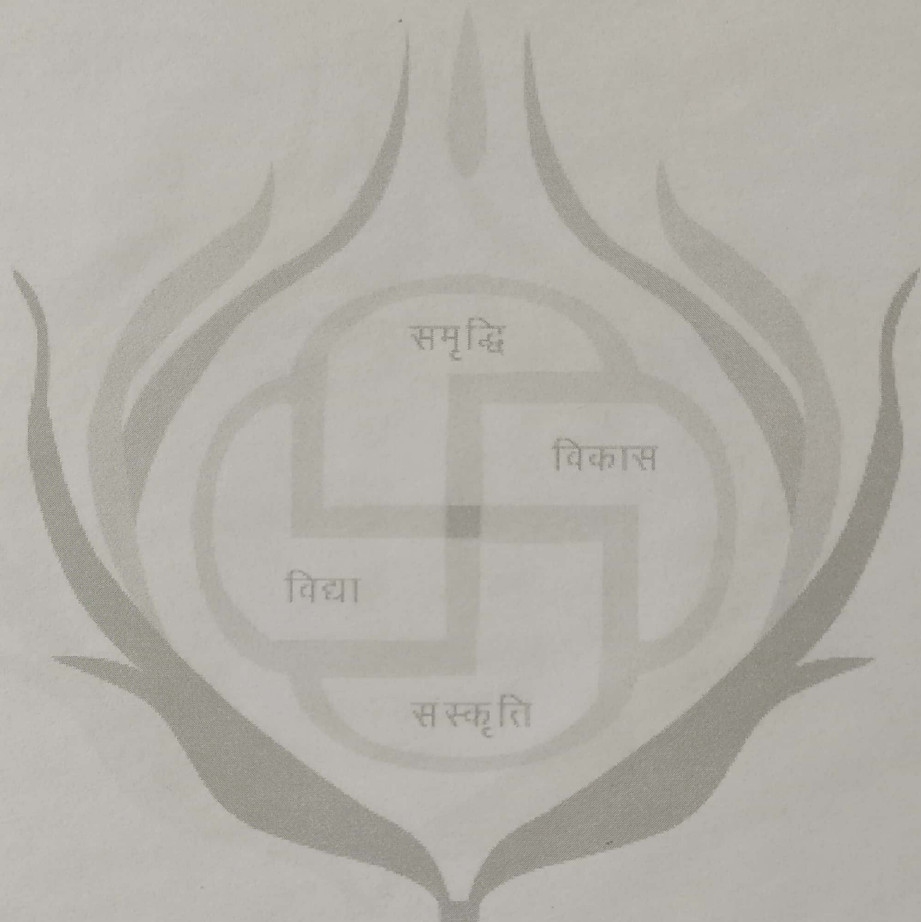
Director/SAO

Signature of the Employee

(6)



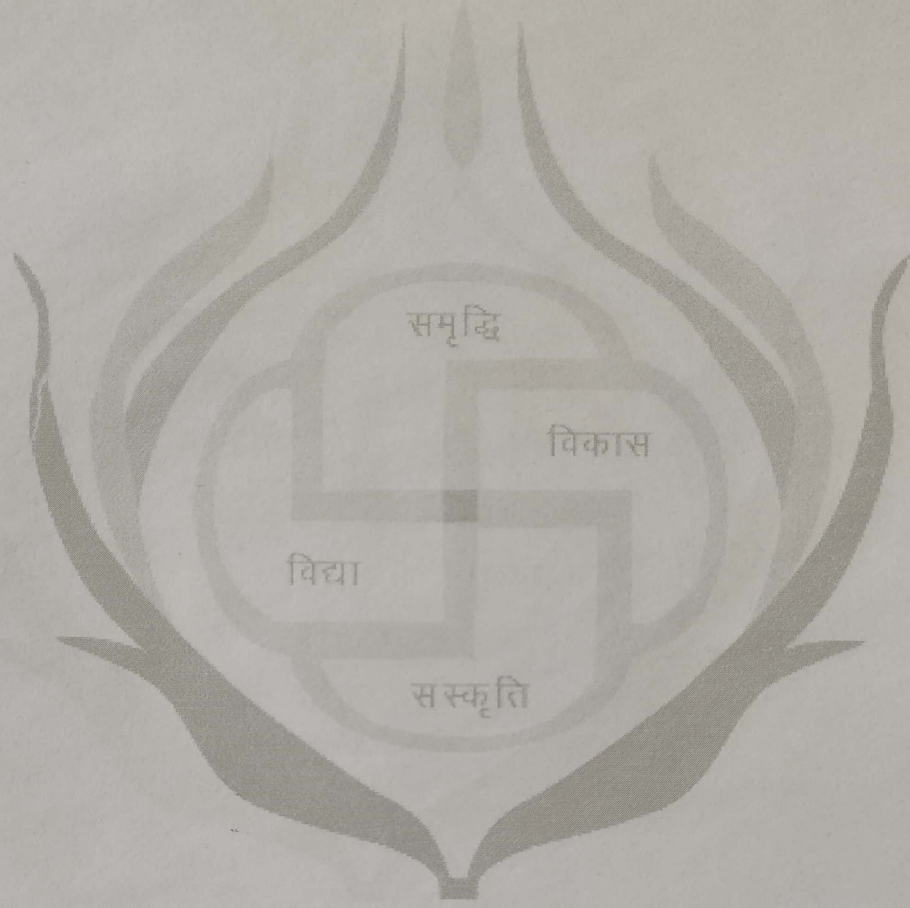
27. Conferences Attended :



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Director/SAO

Signature of the Employee



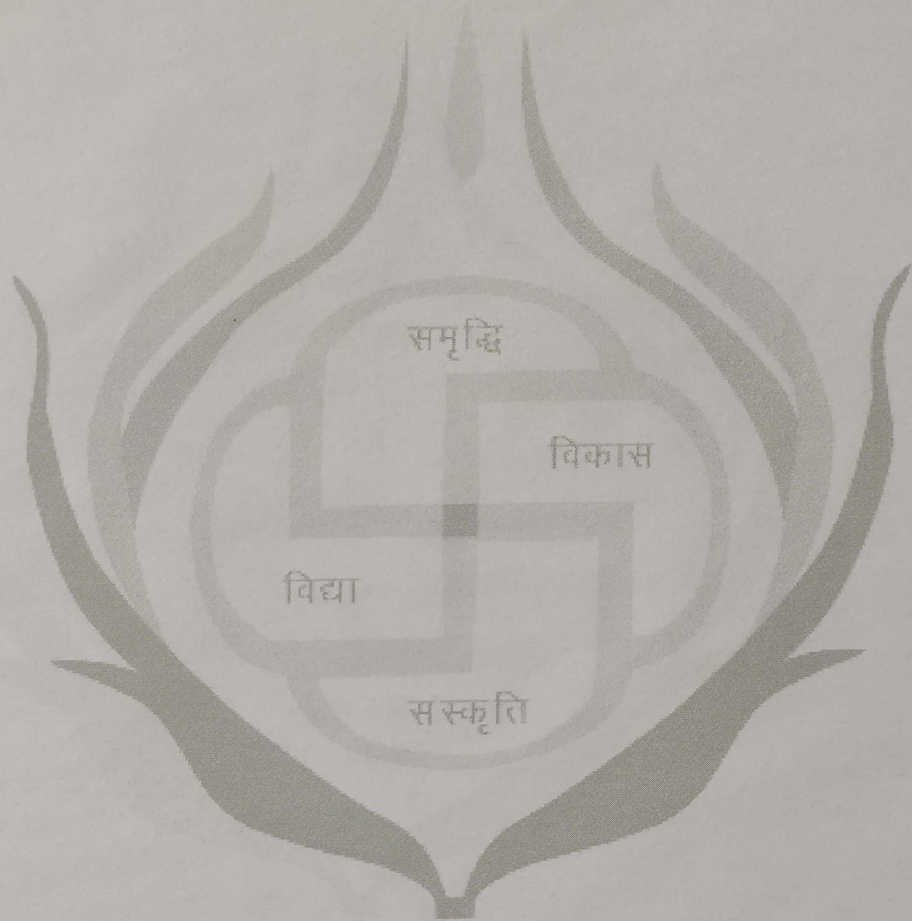
CIMP

Director/SAO

Signature of the Employee

(9)

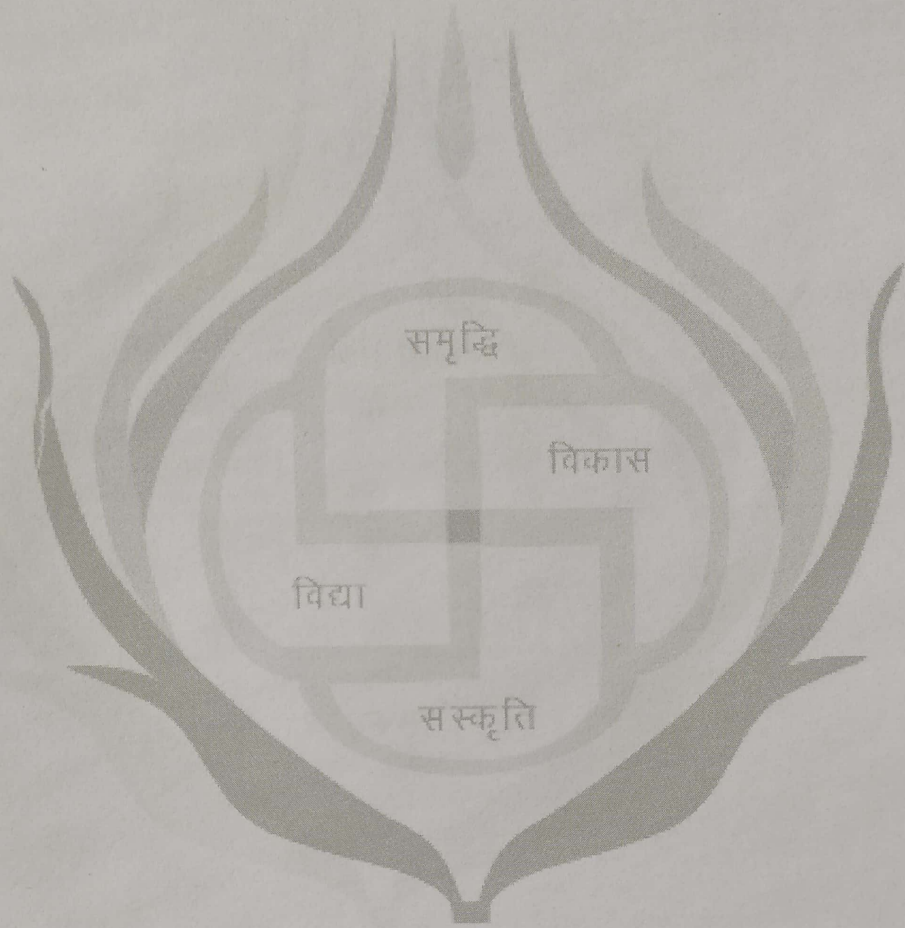




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Director/SAO

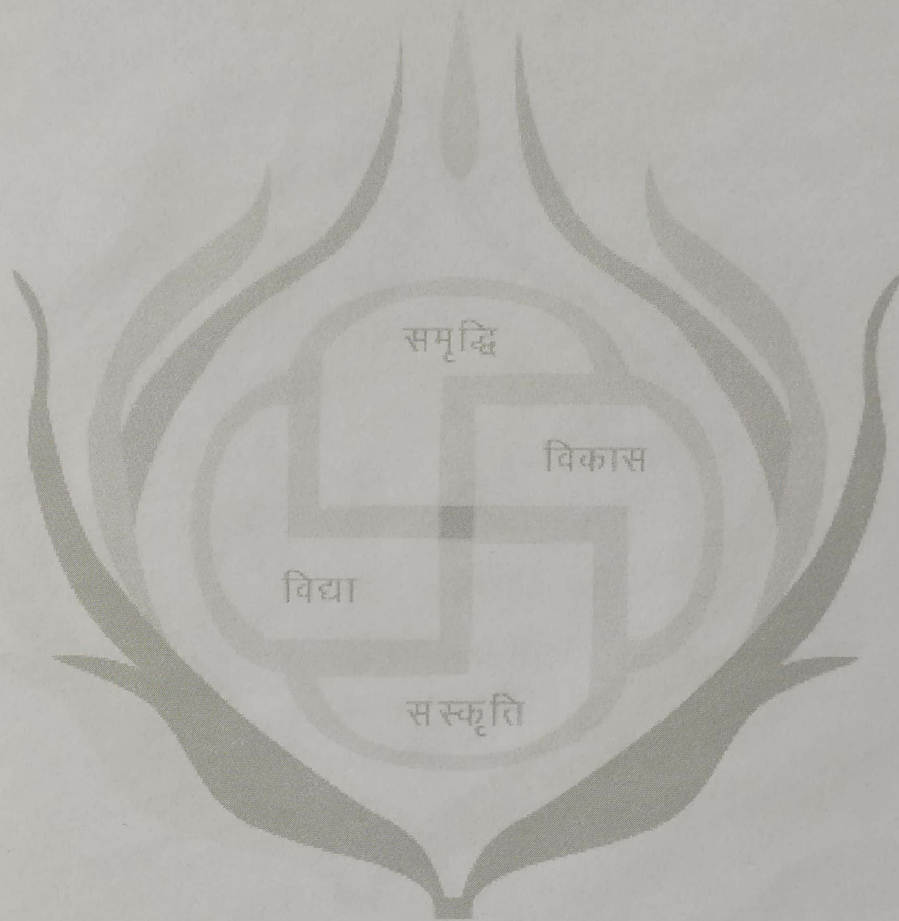
Signature of the Employee



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Director/SAO

Signature of the Employee



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Director/SAO

Signature of the Employee

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Director/SAO

Signature of the Employee



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Director/SAO

Signature of the Employee



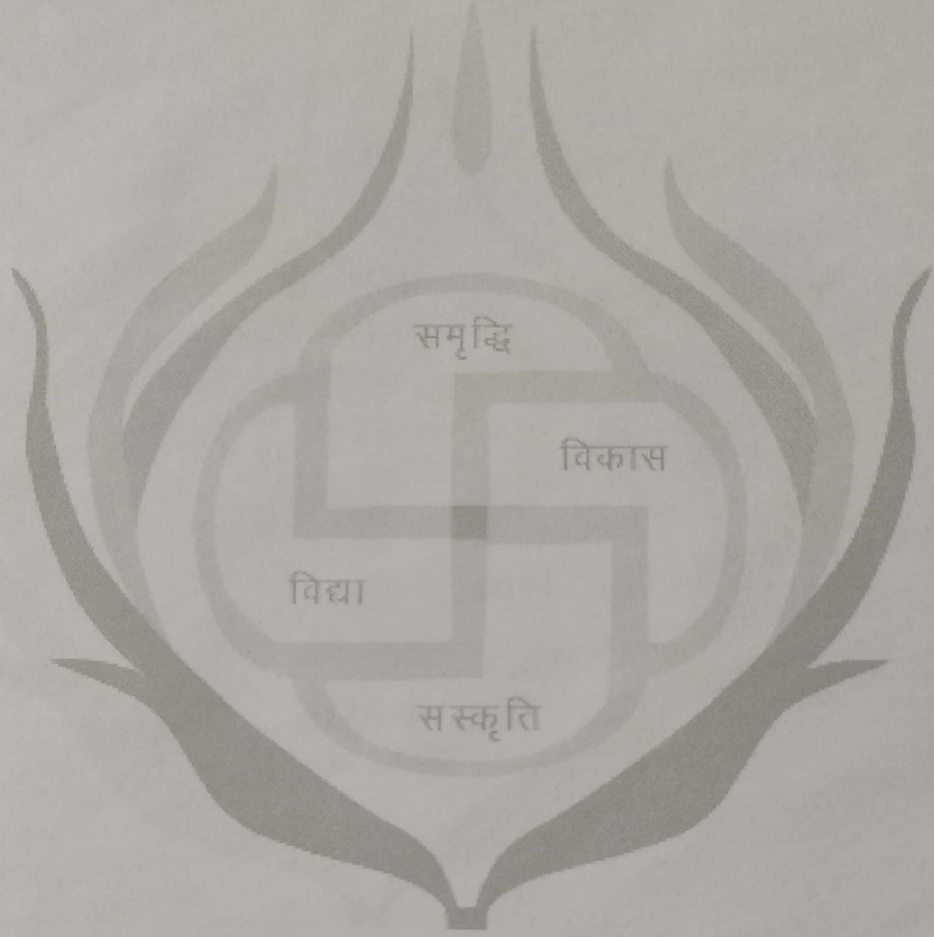
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Director/SAO

Signature of the Employee

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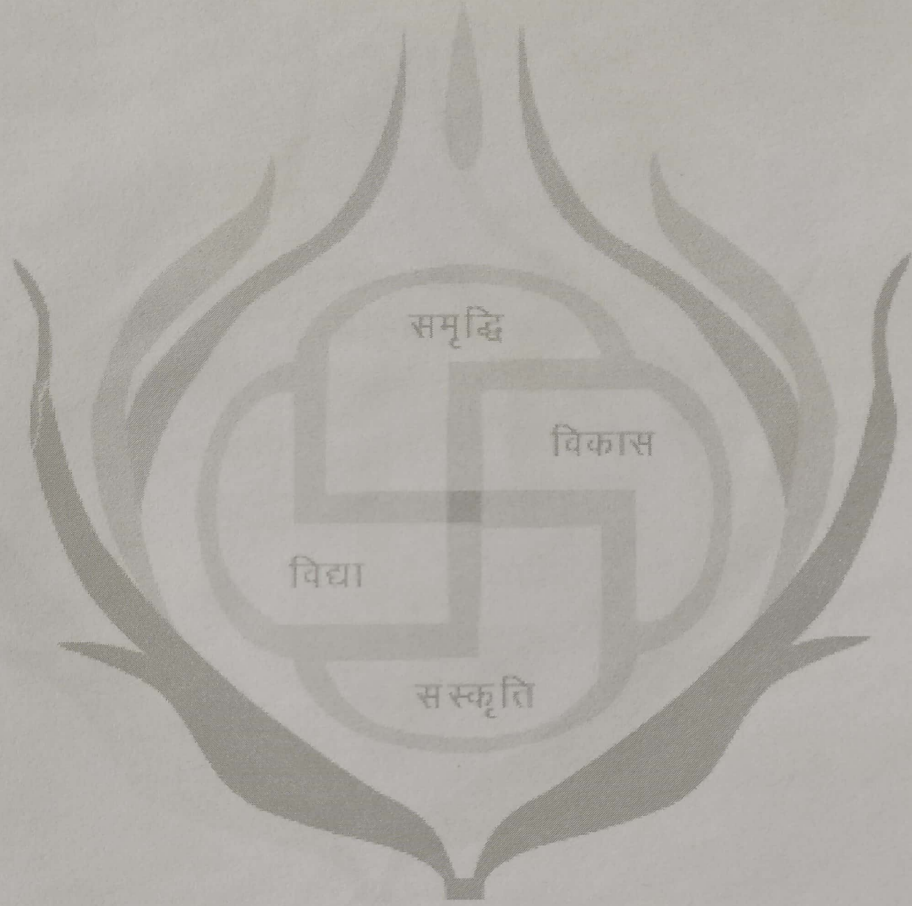




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Director/SAO

Signature of the Employee



CIMPA

Director/SAO

Signature of the Employee

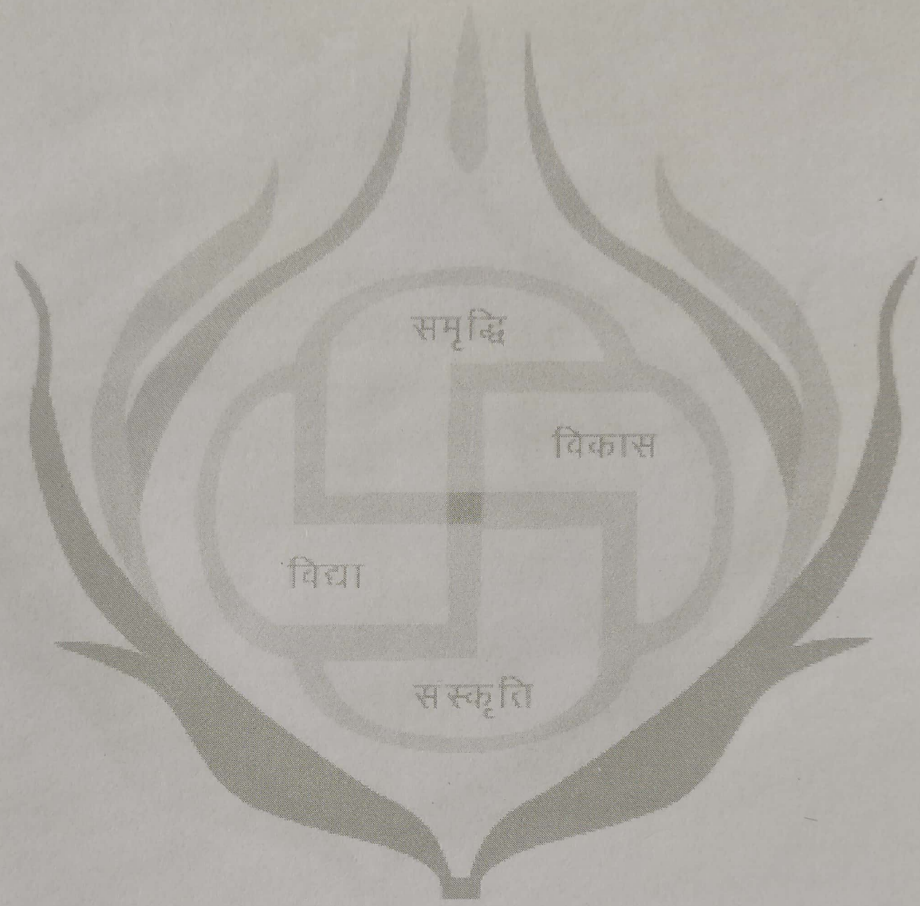
30. MDP/Trainings Conducted :



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Director/SAO

Signature of the Employee



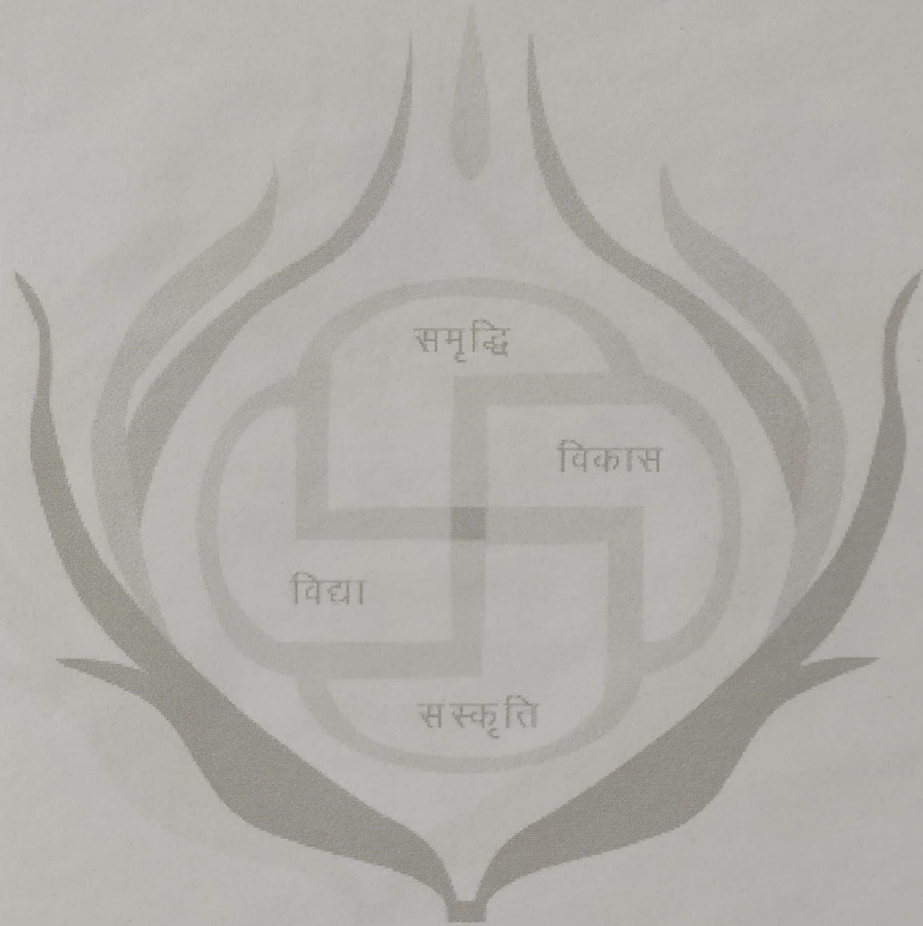
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Director/SAO

Signature of the Employee

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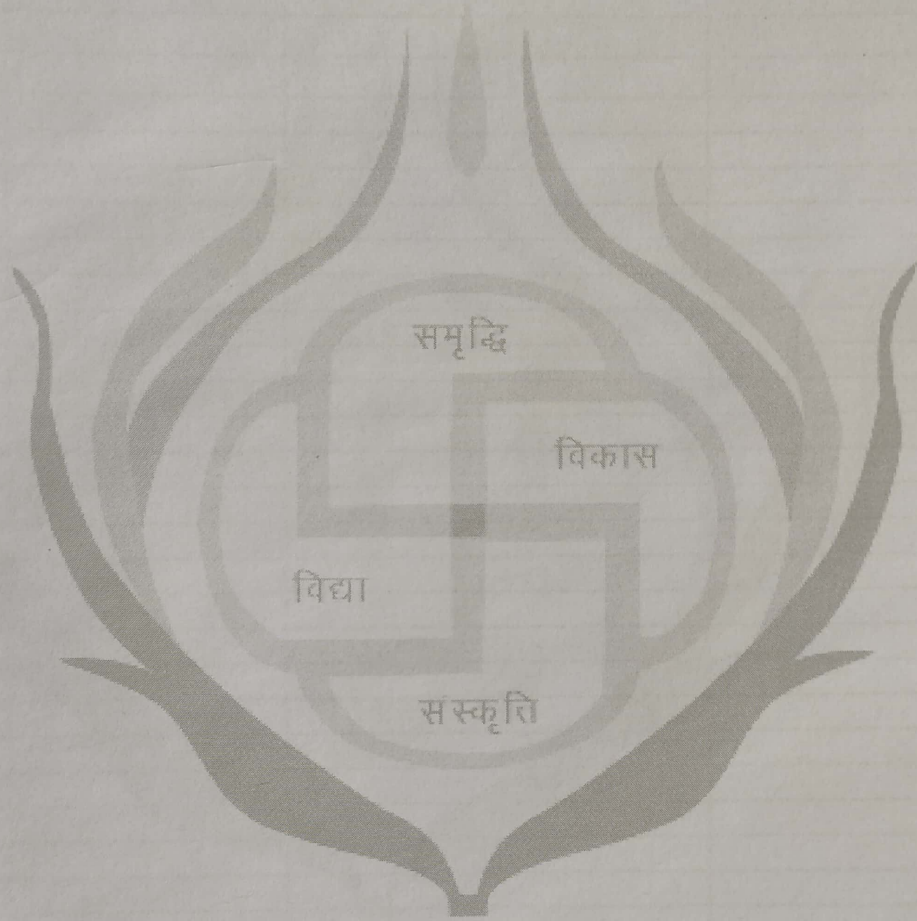




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Director/SAO

Signature of the Employee



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Director/SAO

Signature of the Employee

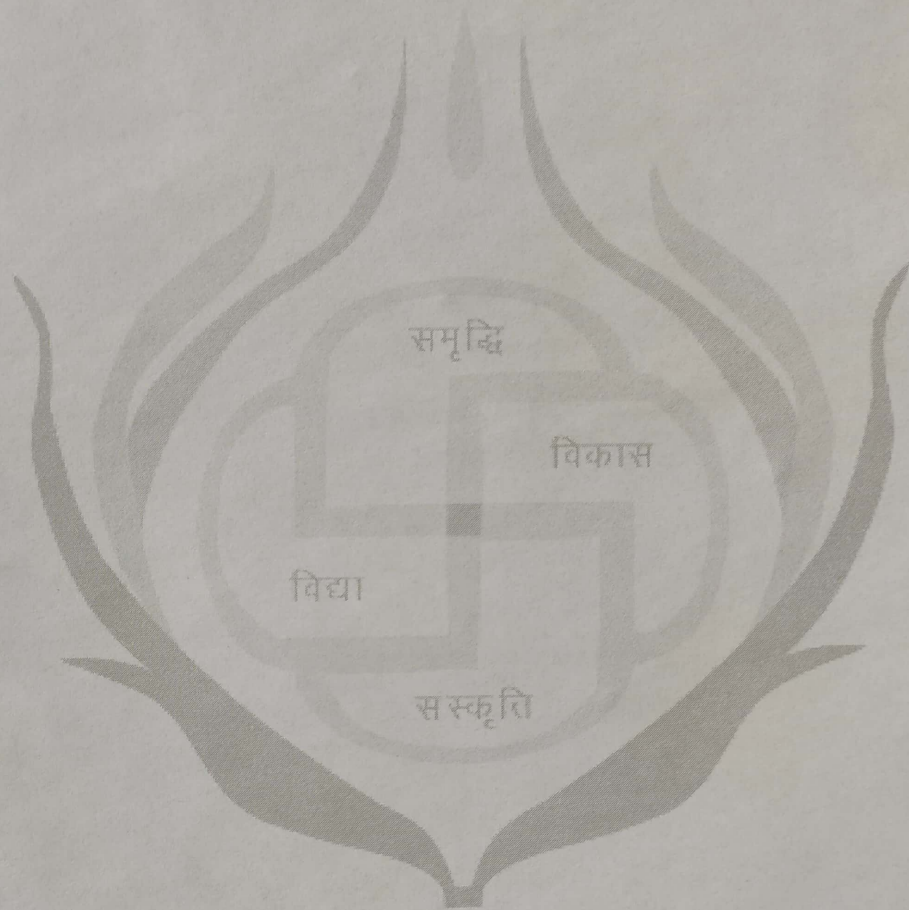
31. Sponsored for Programme :



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Signature of the Employee



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Signature of the Employee

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