

**OFFICE OF THE PRINCIPAL**

**DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR**

BCR/PR/

Dated: January 29, 2024

**Subject: Service Book Format**

In compliance with the guidelines of Accreditation Authorities – NBA, NAAC and NIRF, it is imperative to introduce "SERVICE BOOK" for all employees of the College. Accordingly, a format has been devised as per latest available format of The Department of Personnel and Training, Government of India (F.No. 21011/15/2010-Estt dated 5th April, 2016)

All Faculty/ Staff and Officers are requested to furnish their personal details as per the specified format:

**PERSONAL INFORMATION**

<b>EMPLOYEE ID</b>	<input type="text"/>
<b>SALUTATION</b>	<input type="text"/>
<b>FIRST NAME</b>	<input type="text"/>
<b>LAST NAME</b>	<input type="text"/>
<b>GENDER</b>	<input type="text"/>
<b>BLOOD GROUP</b>	<input type="text"/>
<b>DEPARTMENT</b>	<input type="text"/>

**CATEGORY**

**STREAM**

**DESIGNATION**

**DATE OF JOINING**

**PROBATIONARY PERIOD IN MONTHS**

**DATE OF CONFIRMATION**

**DATE OF BIRTH**

**FATHER'S NAME**

**MOTHERS'S NAME**

**PLACE OF BIRTH**

**NATIONALITY**

**SPOUSE NAME**

**CHILDREN NAMES**



## CONTACT INFORMATION

EMAIL

MOBILE NUMBER

PERMANENT ADDRESS

CURRENT ADDRESS

## CATEGORY INFORMATION

PWD

CASTE

RELIGION

## NOMINEE DETAILS

TYPE	NOMINEE	RELATIONSHIP	IS MINOR	LEGAL GUARDIAN	PERCENTAGE SHARE
GPF	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>
Gratuity	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>

## QUALIFICATIONS

DEGREE TYPE	DEGREE NAME	INSTITUTE NAME	YEAR OF COMPLETION	DEGREE CERTIFICATE	PHYSICALLY VERIFIED
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Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	View Certificate	<input type="text"/>
Post – Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	View Certificate	<input type="text"/>
Doctoral	<input type="text"/>	<input type="text"/>	<input type="text"/>	View Certificate	<input type="text"/>

## EXPERIENCE – PAST EMPLOYMENT.

Not necessary for employees whose first appointment is at Dr. B. C. Roy Engineering College.

PREVIOUS EMPLOYER	START DATE	END DATE	PREVIOUS DESIGNATION	SERVICE TYPE	GRADE PAY (₹)	SALARY DRAWN (₹)
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## PROMOTIONS HISTORY

OLD DESIGNATION	NEW DESIGNATION	PROMOTION DATE	PROMOTION LETTER	PAY REVISION	OLD SCALE	NEW SCALE	NEW GRADE PAY	SCALE REVISION LETTER
<input type="text"/>	<input type="text"/>	<input type="text"/>	View Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	View Letter

## AWARD/REWARD DETAILS

NAME OF AWARD	GRANTING AUTHORITY	ORDER NO.	ORDER DATE	TYPE OF AWARD	AMOUNT	REMARKS
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## ACHIEVEMENTS

TITLE	DESCRIPTION	DATE
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## SERVICE RECORDS

INITIATED BY	INCIDENT TITLE	DESCRIPTION	INITIATION DATE	IS MISCONDUCT	SHOW CAUSE LETTER	SHOW CAUSE EXPLANATION LETTER
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## PROJECTS

NAME	DESCRIPTION	START DATE	END DATE	IS FUNDED	FUNDING AGENCY NAME	FUNDING AGENCY TYPE
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## PUBLICATION LIST



### Conferences

TITLE	AUTHORS	CONFERENCE NAME	CONFERENCE LOCATION	CONFERENCE DATE	PAGE NUMBERS	DATE OF PUBLICATION	ISSN/I
<input data-bbox="39 1108 215 1355" type="text"/>	<input data-bbox="247 1176 454 1299" type="text"/>	<input data-bbox="486 1086 694 1388" type="text"/>	<input data-bbox="726 1198 853 1265" type="text"/>	<input data-bbox="925 1220 1093 1254" type="text"/>	<input data-bbox="1125 1220 1189 1254" type="text"/>	<input data-bbox="1292 1220 1460 1254" type="text"/>	

## Books/Book Chapters

TITLE	AUTHORS	BOOK TITLE	BOOK EDITOR	PAGE NUMBERS	DATE OF PUBLICATION	ISSN/ISBN	DOI	STUDENT COAUTHOR	AFFILIATING INSTITUTE	CITY/STATE
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## Articles

TITLE	AUTHORS	MAGAZINE NAME	VOLUME	NUMBER	PAGE NUMBERS	DATE OF PUBLICATION	ISSN/ISBN	DOI	STUDENT COAUTHOR	CITY/STATE
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## COMMITTEE MEMBERSHIP

NAME	ROLE
	<input type="text"/>
	<input type="text"/>

## LEAVE DETAILS

LEAVE TYPE	FROM DATE	TO DATE	REASON
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## Leave Balance

LEAVE TYPE	BALANCE
CL	<input type="text"/>
EL	<input type="text"/>
ML	<input type="text"/>