

Appendix 7 of WBSR Part I: Opening and Maintenance of Service Book for Government Employee

1. A Service Book in duplicate in prescribed form must be maintained from the date of appointment.
2. One copy to be kept under the custody of the Head Office, the other copy by the employee.
3. It is the responsibility of the Head of the Department to regularize all noting in the service book.
4. Every step in the official life of the employee must be recorded in the Service Book with proper attestation.
5. No erasure or overwriting is allowed.
6. Service Book must be verified once in a year with the following certificate:
Service verified up to (date) from (the records from which the verification is made)
7. When an employee is transferred, up to date entries must be made in the Service Book and forwarded to the new office.
8. The Service book in the custody of the employee must also be updated with proper attestation.
9. The Service book will be made in Bengali or in Nepali (for the Nepalese speaking employee) in addition to English
10. Service Book is to be shown every year to the employees under proper signature and a certificate to this effect is to be submitted by the officer to his higher authority\.
11. Personal certificates of character must not, unless the Head of Department so directs be entered in the Service Book, but if an employee is reduced in rank, the reason of reduction must be noted. Results of disciplinary action/court case, if any should also be recorded.
12. All leave except C.L. shall be recorded and noted in the Service Book and leave account shall be kept updated.

Additional information in respect of Service Book:

While sanctioning annual increment, the service verification shall be stated and following information shall be taken and complied:

1. That the employee did not avail EOL without Medical Certificate
2. Govt. employee other than Gr-D has submitted "declaration of assets statement by 30th of April as they stood on 1st January of that calendar year.
3. 70% attendance has been ensured by the employee
4. Passed departmental examination where prescribed