

4.7 Regular Updation of Service Books/ Service Records

Rajkiya Kanya Mahavidyalaya (RKMV), Shimla ensures the timely updating and proper maintenance of Service Books for all its staff members as part of its commitment to transparent and efficient administrative practices. The institution follows a systematic procedure to record all service-related details, including appointments, promotions, leave records, increments, and other relevant entries, in accordance with government norms and regulations. Regular verification and updating of these records are carried out to maintain accuracy and authenticity, thereby facilitating smooth administrative functioning and ensuring that staff entitlements and benefits are processed without delay. This practice reflects the institution's dedication to accountability, good governance, and effective human resource management.

1 नाम का पद व वेतन का स्तर Name of the Post & Scale of Pay	2 वर्गीकरण का विवरण Classification of officiating & whether permanent or temporary	3 अन्य विवरण Other particulars of officiating	4 वेतन का स्तर Pay in substantivo	5 अन्य वेतन Additional pay for officiating	6 अन्य वेतन Other emoluments falling under the term Pay	7 दिनांक Date of appointment	8 हस्ताक्षर Signature of Govt. servant	9 दिनांक Date of termination of appointment	10 दिनांक Date of termination of appointment	11 दिनांक Date of termination of appointment	12 दिनांक Date of termination of appointment	13 दिनांक Date of termination of appointment	14 दिनांक Date of termination of appointment	15 दिनांक Date of termination of appointment	16 दिनांक Date of termination of appointment	
		<p>Joined in this College 06-03-2024 (A.N) ON ACCOUNT of transfer Govt College they to RKMV vide Secretary (EDU) Govt. of Himachal Pradesh Notification No EDN.-B 015/52/2023-EDUA Dated 05-03-2024</p> <p style="text-align: right;">Principal R.K.M.V., Shimla</p>														
		<p>Exemption of Hindi papers of the Departmental Examination vide Directorate of Higher Education Office Order No. EDN-HE (6) (12)-2/2023 - HINDI-Exemption, Dated 20-03-2024. Roll No 541123041314 Dated 18-06-2023.</p> <p style="text-align: right;">Principal R.K.M.V., Shimla</p>														
		<p>Service verified w.r.f. _____ to _____ from the office copies of the pay bills and other relevant records maintained in the office.</p> <p style="text-align: right;">Principal R.K.M.V., Shimla</p>														
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Principal
Rajkiya Kanya Mahavidyalaya
RKMV, Shimla