



Gharda Foundation's  
**Gharda Institute of Technology**  
At & Post - Lavel, Tal. Khed, Dist. Ratnagiri. Pin - 415 708

# SERVICE BOOK

Name of Teacher / Employee : \_\_\_\_\_

Designation : \_\_\_\_\_

**CERTIFICATE**

Certified that the particulars at Sr. No. 1 to 11 on Page No. 1 have been checked by me and barring ....., the same are found to be correct.

Date : .....

Signature of Principal

**Impression of fingers :** Gents - Right Hand all fingers  
Female - Left Hand all fingers

Name of appointment / post : \_\_\_\_\_

Whether Substantive or Officiating and whether Permanent or Temporary	Substantive appointment	If officiating, state -		Pay in the Substantive appointment	Additional Pay for Officiating	Other emoluments falling under the term "pay"	Date of Appointment/ Increment	Signature of Teacher/ Employee	Any recorded penalty or censure or reward of praise of the Teacher / Employee	Signature of Registrar / Principal
		Whether service counts for Provident fund & Gratuity								

Reason of Termination (such as promotion, transfer, dismissal, etc.)

Signature of Registrar/Principal





