

## Annexure-P2

	<p style="text-align: center;"><b>Government of Haryana</b> Department of School Education Sheet for 'My Service Book' section on MIS Portal.</p>	
<p># Please read the following instructions carefully before filling the service book form. <b>This document is prepared to help the employees make the information pertaining to their service record readily available with them while uploading on the portal.</b></p> <p>5. Use <b>CAPITAL</b> letters only. 6. Tick (e.g. <input checked="" type="checkbox"/>) wherever applicable and strike-off (e.g. Male / <del>Female</del>) whichever not applicable. 7. Fields marked with * are mandatory. 8. Please enter correct appointment and posting records from the beginning of your service. 9. Service book is considered complete only when all Appointment and Posting records are complete and current posting is specified.</p> <p><b>Note:</b> In case, any of the furnished information is found to be false or untrue or misleading or misrepresenting, employee will be held liable for it.</p>		
Employee ID: (As given by department)		
Full Name* (as on Service Book) :	Mr./Miss/Mrs.	
पुरा नाम हिंदी में*:		
Date of Birth* (In DD-MON-YYYY format only) :	Gender*:	Male / Female
<b>A: Appointment Details:</b> Start from Current Appointment Details (Please refer guidelines at Sr. No. 1)		
Cadre* :	Post* :	
Appointment Order Number* :		
Type of Appointment* :	Substantive / Officiating / Contractual	
Date of Appointment* (In DD-MON-YYYY format only) :		
Mode of Recruitment* :	Direct / By Promotion / By Transfer / By Reversion / By Repatriation / By Deputation / By Regularization / Taken Over	
Advertisement Number :	Recruitment Exam Roll Number :	
Merit Number :		
Category under which the employee is appointed :		General / SC / SBC / BC-A / BC-B
Selection Authority :		
Date of Recommendation by Selection Authority (In DD-MON-YYYY format only) :		
<b>A (i): Posting Details (Please start with initial posting)</b> Refer guidelines at Sr. No.1		
School / Office Name* :		

Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
<b>A (ii): Posting Details</b>			
School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Resignation / Retired / Voluntary Retired / Terminated / Suspended / Dismissed		
<b>A (iii): Posting Details</b>			
School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Resignation / Retired / Voluntary Retired / Terminated / Suspended / Dismissed		
<b>A (iv) Posting Details</b>			
School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended		
(Attach additional sheets if required for more postings)			

<b>B. Add Appointment Details (Please start with filling up the details of initial appointment and so on)</b>			
Cadre* :		Post* :	
Appointment Order Number* :			
Type of Appointment* :	Substantive / Officiating / Contractual		
Date of Appointment* (In DD-MON-YYYY format only) :			
Mode of Recruitment* :	Direct / By Promotion / By Transfer / By Reversion / By Repatriation / By Deputation / By Regularization / Taken Over		
Advertisement Number :		Recruitment Exam Roll Number :	
Merit Number :			
Category under which the employee is appointed :		General / SC / SBC / BC-A / BC-B	
Selection Authority :			
Date of Recommendation by Selection Authority* (In DD-MON-YYYY format only) :			
<b><u>B (i): Posting Details</u></b>			
School / Office Name* :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended		
<b><u>B (ii): Posting Details</u></b>			
School / Office Name* :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended		
<b><u>B (iii): Posting Details</u></b>			
School / Office Name* :			

Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended		
<b>B (iv): Posting Details</b>			
School / Office Name * :			
Designation*:		Location Area Category*:	Rural / Urban
Posting/Transfer Order Number*:			
Date of Order* (In DD-MON-YYYY format only) :		Date of Joining* (In DD-MON-YYYY format only) :	
Date of Relieving* (In DD-MON-YYYY format only) :			
Reason For Leaving*:	Promoted / Transferred / Deputed / Repatriated / Forgone / Suspended		
(Attach additional sheets if required for more postings)			

### Guidelines to fill up the Service Book Details:

1. Appointment Details: This section contains 2 sub-sections (i) Appointment Details and; (ii) Posting Details.
  - (a) In “Appointment Details” section (A), the employee needs to start filling up his appointment details from his/her **current designation** i.e. His/her current “cadre”, “post”, “type of appointment”, “date of appointment” on “current designation” etc. and then fill up his/her all posting details on current designation in subsequent multiple sub-sections of “posting details”[A(i)-A(iv)]. For Example, If an employee is currently working on the post of Principal he/she should first fill up the appointment details pertaining to the post of Principal in “Appointment Details” sub-section (A) and then fill up the “Posting Details” (name of school/ office, designation, posting order no., date of joining etc.) on the post of Principal in various schools he/she has served, in the “Posting Details” sub-section [A(i)-A(iv)].

(b) Add Appointment Section (B): In this section, the employee needs to fill up details of his/her earlier appointments and posting details in various schools/ offices. (The fields shall be same as mentioned in Para 1 (a) above). For Example, an employee who is presently working as Principal will fill up details of his/her previous designations i.e. Lecturer or Head Master as the case may be. He/she will continue to fill up details of appointments and postings since his/her initial appointments (starting from present to past) on which he/she had joined this Department.

**Note:** Though, the employee will fill up his/her details in the hardcopy of the format in a sequential order by going behind (present to past). However, they can enter the details of posting irrespective of sequence while uploading the data online. The system will automatically adjust the entries made into it. But, while entering the data in system, it may be carefully seen that sequence of postings remains undisturbed meaning thereby no gap should be there between two appointments / postings.