

Government Degree College Kaffota
District Sirmaur, Himachal Pradesh
Ranking of Government Colleges in HP

Criterion 4 Institutional Management

Key Indicator 4.7: Regular Updation of Service Books/Service Records

Metric 4.7: Regular Updation of Service Books/Service Records



Table of Contents

Table of Contents	i
4. INSTITUTIONAL MANAGEMENT.....	1
4.7. Regular Updation of Service Books/Service Records.....	1
Response: Yes	1
i. Sample Service Book Updation.....	2

RANKING FRAMEWORK

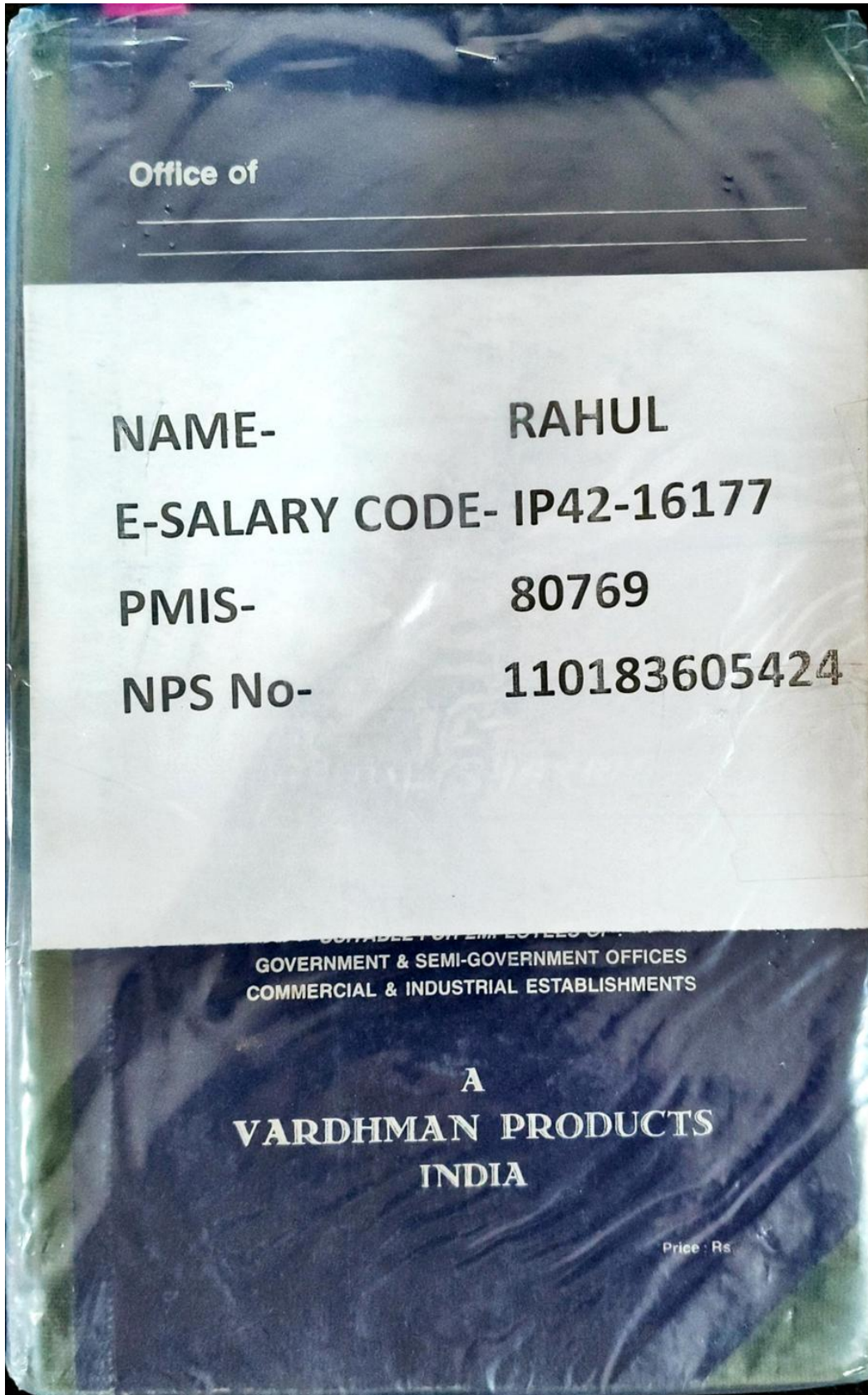
4. INSTITUTIONAL MANAGEMENT

4.7. Regular Updation of Service Books/Service Records

Response: Yes

Service Books and Service Records for all employees are consistently updated both online and offline by the administrative staff of the college office. This meticulous record-keeping includes accurate and timely entries on employee service history, including leave records, promotion dates, transfers, leave balances, training, professional development, performance evaluations, and incremental dates as per institutional guidelines. Regular updates ensure that records are precise and aligned with institutional policy, facilitating smooth processing of benefits, promotions, and verification of employee credentials. This systematic approach supports institutional compliance and the efficient management of employee information.

i. Sample Service Book Updation



Self-Assessment Report, 2025

1	2	3	4	5	6	7
Name of Post	Whether substantive or officiating and whether Permanent or Temporary	If officiating state of substantive appointment or (ii) Whether Service Certificate for Pension Under Act 371 CSR	Pay in substantive Post	Additional Pay for Officiating	Other Emoluments Falling under the Pay	Date of Appointment
Senior Assistant	On the recommendation of the Departmental Promotions Committee, Sh. Rahul Clerk are here by promoted to the post of Senior Assistant in the Level II as per Rule 2(1) of the pay matrix of the HPCS (Revised Pay) Rule 2022					
	Vide Order No. EDN-HE(C)B(2)-2/2025 (Sr. Asstt.)					
	Dated:- 27-01-2026 of Directorate of Higher Education HP					
	Joined duties - 28-01-2026 (F.N.)					
	Principal Govt. Degree College Kafota, Distt. Sirmour (H.P.)					

(M)

No. EDN-HE (1) B (7)4/2025-Fixation
Directorate of Higher Education
Himachal Pradesh

Dated Shimla-171001 the,

Reyd.
28th February 2026

OFFICE ORDER

In exercise of the powers vested in me vide Himachal Pradesh Government Finance Department letter no. Fin.(C)A(3)2/77, dated 18.02.77, the pay of the following officials are hereby fixed under the provision of Rule 08 of HPCS (Revised Pay) Rules, 2022 effected from 01.01.2016 on their promotion as Senior Assistant in level 11 as under: -

S. N	Name and Designation of Official and place of posting Sh./Smt.	Date of Joining as Sr. Asst.	Date of option	Pay in the lower scale as Jr. Asst./ Clerk in level 03/07	Pay fixed in higher level 11 as Sr. Asst. From the date of joining	Pay fixed from the date of option	DNI
1.	Rahul, Sr. Asst., GDC Kafota (SMR)	28.01.2026 (FN)	01.10.2026	38600/-	39700/- w.e.f. 28.01.2026	42100/- w.e.f. 01.10.2026	01.10.2027
2.	Atul Kumar, Sr. Asst., GC Jaisinghpur (KGR)	29.01.2026 (FN)	---	38600/-	40900/- w.e.f. 29.01.2026	---	01.01.2027

The above pay fixation is subject to the verification by the Audit and if any overpayment pointed out by the Audit later on, the same shall be recovered from the concerned official in lump sum. An undertaking to this effect may be obtained from the concerned and kept in their service book.

(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh Shimla-1

Endst. No. Even Dated: Shimla-171001 the 28th February 2026

Copy for information and necessary action is forwarded to:-

1. The Accountant General (A&E), Himachal Pradesh, Shimla - 3.
2. Reyd. The Principal, GDC Kafota District Sirmour alongwith Service book in r/o Sh. Rahul Kumar.
3. Reyd. The Principal, GC Jaisinghpur District Kangra alongwith Service book in r/o Sh. Atul Kumar.
4. Guard File.

शिक्षा निदेशालय लखनऊ
28 FEB 2026
शिमला-1

Director Higher Education
Himachal Pradesh, Shimla-1



Self-Assessment Report, 2025

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Name of Post	Whether substantive or officiating and whether Permanent or Temporary	If officiating state of substantive appointment or (i) whether Service Counts for Pension Under Act 371 CSR.	Pay in substantive Post	Additional Pay for Officiating	Other Emoluments Falling under the Pay.	Date of Appointment	Signature of Government Servant	Signature & Designation of the head of the office or other attesting officer in attestation of columns to 8	Date of Termination Appointment	Reason of Termination such as promotion transfer dismissal etc.	Signature of the head of other office or other attending officer.	Name and Duration of leave taken.	LEAVE Allocation of period of leave on average pay up to four months for which leave salary is debit able to another Government	Signature of the head of the office or other attesting officer.	Reference of any recorded comment or praise the Government servant.
		Entries of revised pay scale of post J.O.A-II vide notification no. FIN-(PR) B (7)-1/3021-108 Dated Shimla-171002 the 04th sep. 2023 Dept. of Finance after Completion of Two Years Regular Service as on dated 08-10-2022. The pay fixation is as under pay band admissible on 08/10/2022.													
Scale- B-6500-65500	=	Principal Govt. Degree College Kaffota Simour (H.P.)-173029	31800	Level-4	Cell-15	08/10/2022							Service verified w.e.f. 01.06.2022 to 01.12.2022 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		
		Principal Govt. Degree College Kaffota Simour (H.P.)-173029											Service verified w.e.f. 01.01.2023 to 01.01.2023 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		
		Principal Govt. Degree College Kaffota Simour (H.P.)-173029											Service verified w.e.f. 01.07.2023 to 01.11.2023 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		
		Principal Govt. Degree College Kaffota Simour (H.P.)-173029											Service verified w.e.f. 01.10.2023 to 01.10.2023 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		
		Principal Govt. Degree College Kaffota Simour (H.P.)-173029											Service verified w.e.f. 01.10.2024 to 01.10.2024 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		
		Principal Govt. Degree College Kaffota Simour (H.P.)-173029											Service verified w.e.f. 01.11.2024 to 01.11.2024 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		
		Principal Govt. Degree College Kaffota Simour (H.P.)-173029											Service verified w.e.f. 01.12.2024 to 01.12.2024 Principal Govt. Degree College Kaffota Simour (H.P.)-173029		

Self-Assessment Report, 2025

1.7

1	2	3	4	5	6	
Name of Post	Whether substantive or officiating and whether Permanent or Temporary	If officiating state of substantive appointment or (ii) whether Service Counts for Pension Under Act 371 CSR.	Pay in substantive Post	Additional Pay for Officiating	Other Emoluments Falling under the Pay.	Date of Appointment
	→ NPS Postal Noida/hasad/nyfo having PAN No 110164209641 @ 254 Vile Akhno 1001282651 on dated 22/04/2025				Sh. Vikesh Kumar has been provided on dated 22/04/2025	
					District Treasury Officer Savour of Mathan (H.A.) 22/04/2025	

**RULE 5(3)
NOMINATION FORM**
(To be submitted in duplicate)

Account No. 09-152442

I VIKESH KUMAR s/o/d/o/w/o Sh. DAYA RAM Hereby nominate the person(s) mentioned below who is / are member(s) non-member(s) of my family as defined in Rule 2 of the General Provident Fund (Central Service) Rule, 1960 to receive the amount that may stand to my credit in the fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s)	Relationship with the subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid (For more details "Note **")	Name, address and relationship of the person(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing subscriber	If the nominee is not a member of family as provided in Rule 2. Indicate the reasons
1 SH. DAYA RAM VILL. KUMLI PO SHARLI- MANPUR, TEHSIL KAMRAU DIST. SIRMAUR (HP) 173029	2 FATHER	3 49 Yrs.	4 100%	5 ON ACCOUNT OF DEATH	6 SMT. GEETA DEVI (MOTHER) (100%) VILL. KUMLI, PO SHARLI- MANPUR, TEHSIL KAMRAU DIST. SIRMAUR (HP) 173029	7 N/A

Dated 26-05-2023
Place S.D.C. KAFTOTA

Signature of witness
Name and address
Dinesh Kumar
1 Subd-07

Signature [Signature] GPF Number KP:09-68377

Note * 1 In case of wife /Husband "legal separation".
2 In case of children "Disinheritance".
3 In case of un-married subscriber "on acquiring family".

Signature of Subscriber
Name (Block letters) VIKESH KUMAR
Designation J.O.P.C.I.T.
Official Address S.D.C. KAFTOTA
DIST. SIRMAUR (HP) 173029

Signature of Office / DDO
Designation Govt Degree College Kaffota
Dated 22/04/2025
700 Code No. 218

Self-Assessment Report, 2025

8	9	10	11	12	13	14	15								
Signature of Government Servant	Signature & Designation of the head of the office or other attesting officer in attestation of columns to 8	Date of Termination Appointment	Reason of Termination such as promotion transfer dismissal etc.	Signature of the head of other office or other attending officer.	Name and Duration of leave taken.	<p style="text-align: center;">LEAVE</p> <p>Allocation of period of leave on average pay up to four months for which leave salary is debit able to another Government</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Period</th> <th style="width: 50%;">Government to which debit able</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Period	Government to which debit able			Signature of the head of the officer or other attesting officer.	Reference of any recorded punishment or centre of reward of praise the Government servant.			
Period	Government to which debit able														
					<p>Service verified w.e.f. 01.07.2025 to 31.12.2025</p> <p><i>Kuldeep</i> Principal Govt. Degree College Kaffota Sirmour (H.P.)-173029</p> <p style="color: red;">Sanctioned Earned Leave-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">01/07/25</td> <td style="width: 50%;">1 day</td> </tr> <tr> <td>16/7/25</td> <td>1 "</td> </tr> <tr> <td>20/8/25</td> <td>1 "</td> </tr> <tr> <td>26/11/25 to 27/11/25</td> <td>2 "</td> </tr> </table> <p style="text-align: right;"><i>Kuldeep</i> Principal Govt. Degree College Kaffota Sirmour (H.P.)-173029</p>		01/07/25	1 day	16/7/25	1 "	20/8/25	1 "	26/11/25 to 27/11/25	2 "	
01/07/25	1 day														
16/7/25	1 "														
20/8/25	1 "														
26/11/25 to 27/11/25	2 "														