## 4.7 Regular updating of service book/service record:

The ministerial staffs have updated of service books/service records in time. The certificate provided is as under:



## CERTIFICATE

## (To Whomsoever It May Concern)

Certified that the service books of all the staff members are updated on monthly/daily basis/ as and when required on transfer/deputation/leave etc. The service books are verified in every six months of each employee alongwith GIS entries/leave details also as per instruction received from department of Higher Education and AG Office Himachal Pradesh. Online entries in service books is also being done regularly.

Office Supdt.

aneta (HMR)

Certificate of updating of service book/service record