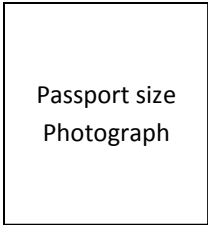


SECTION-1. BIODATA



- 1. Name of the Civil Servant in full :
- 2. Employee ID No. :
- 3. Sex : () Male () Female
- 4. Religion :
- 5. Date of Birth : Day.....Month.....Year.....
- 6. Qualification :
- 7. Nationality :
- 8. Citizenship ID card No. /Alien Registration No. :
- 9. Blood Group :
- 10. Permanent Address :

- 11. Personal identification mark :
- 12. Height in cms (without shoes) :
- 13. Left hand thumb and fingers impressions :

Thumb	Fore Finger	Mid. Finger	Ring Finger	Little Finger

- 14. Nominees to receive retirement benefits :
 - a) Gratuity :
 - b) GPF :
 - c) Pension :
 - d) Group Insurance :



- 15. Dated signature of the civil servant :

Certified that I have verified the above entries with original records and are found correct.

Place:

Date :

Signature of the senior most HRO/Admin officer (Affix official seal)

SECTION-2. FAMILY DETAILS

Name with CID No.	Nationality	Occupation	Address	Remarks
Father				
Mother				
*Spouse (if married)				

*Attested copy of the marriage certificate to be submitted

SECTION-3. ACADEMIC QUALIFICATION

Sl. No.	Name of School/College	Location and Country	Field of study	Subjects

Year of completion of course	Result & Division obtained	Degree/Diploma obtained	Remarks/special Achievement including medals etc.

SECTION-4. TRAINING

Sl. No.	Name of School/College	Location and Country	Field of study	Subjects

Period of Training		Level of Course	Funding Agency	Approval No.	Result	Signature of senior most HRO
Result	To					

SECTION-4. TRAINING

Sl. No.	Name of School/College	Location and Country	Field of study	Subjects

Period of Training		Level of Course	Funding Agency	Approval No.	Result	Signature of senior most HRO
Result	To					

SECTION-5. EMPLOYMENT HISTORY

Sl. No.	Division/ Department/ Agency	Position Title	Type of Appointment	Position Category	Position Level	Scale of pay

Basic pay	Period		Place of posting	Reason for change	Order No. & Date	Signature of senior most HRO
	From	To				

SECTION-5. EMPLOYMENT HISTORY

Sl. No.	Division/ Department/ Agency	Position Title	Type of Appointment	Position Category	Position Level	Scale of pay

Basic pay	Period		Place of posting	Reason for change	Order No. & Date	Signature of senior most HRO
	From	To				

SECTION-5. EMPLOYMENT HISTORY

Sl. No.	Division/ Department/ Agency	Position Title	Type of Appointment	Position Category	Position Level	Scale of pay

Basic pay	Period		Place of posting	Reason for change	Order No. & Date	Signature of senior most HRO
	From	To				

SECTION-5. EMPLOYMENT HISTORY

Sl. No.	Division/ Department/ Agency	Position Title	Type of Appointment	Position Category	Position Level	Scale of pay

Basic pay	Period		Place of posting	Reason for change	Order No. & Date	Signature of senior most HRO
	From	To				

SECTION-6. DETAILS OF INCREMENTS GRANTED

Sl. No.	Post held and Position Level	Date of increment	Pay scale	Pay before granting increment

Pay after increment	Sanction order number and date	Signature of senior most HRO	Remarks

SECTION-6. DETAILS OF INCREMENTS GRANTED

Sl. No.	Post held and Position Level	Date of increment	Pay scale	Pay before granting increment

Pay after increment	Sanction order number and date	Signature of senior most HRO	Remarks

SECTION-6. DETAILS OF INCREMENTS GRANTED

Sl. No.	Post held and Position Level	Date of increment	Pay scale	Pay before granting increment

Pay after increment	Sanction order number and date	Signature of senior most HRO	Remarks

SECTION-6. DETAILS OF INCREMENTS GRANTED

Sl. No.	Post held and Position Level	Date of increment	Pay scale	Pay before granting increment

Pay after increment	Sanction order number and date	Signature of senior most HRO	Remarks

SECTION-7. DETAILS OF MERITORIOUS SERVICE RENDERED AND AWARD SRECEIVED

Sl. No.	Particulars of Meritorious service rendered	Awards received with date

Authority Granting awards	Signature of senior most HRO

SECTION-8. DETAILS OF DISCIPLINARY ACTION TAKEN AGAINST THE CIVIL SERVANT

Sl. No.	Offence committed by the civil servant	Brief facts/findings	Penalty imposed

Deciding Authority/HRC	Order No. & date	Signature of senior most HRO	Remarks

SECTION-9. EARNED LEAVE RECORD

Duty period			Leave earned(2.5 days for 30 days)	Leave at credit (10)+(4) limited to 60 days
From	To	Period in days		
1	2	3	4	5

Leave taken/encashed			Sanction order No. & date	Balance (5) - (6)	Signature of senior most HRO	Remarks
No. of days	From	To				
6	7	8	9	10	11	12

SECTION-9. EARNED LEAVE RECORD

Duty period			Leave earned(2.5 days for 30 days)	Leave at credit (10)+(4) limited to 60 days
From	To	Period in days		
1	2	3	4	5

Leave taken/encashed			Sanction order No. & date	Balance (5) - (6)	Signature of senior most HRO	Remarks
No. of days	From	To				
6	7	8	9	10	11	12

SECTION-9. EARNED LEAVE RECORD

Duty period			Leave earned(2.5 days for 30 days)	Leave at credit (10)+(4) limited to 60 days
From	To	Period in days		
1	2	3	4	5

Leave taken/encashed			Sanction order No. & date	Balance (5) - (6)	Signature of senior most HRO	Remarks
No. of days	From	To				
6	7	8	9	10	11	12

SECTION-9. EARNED LEAVE RECORD

Duty period			Leave earned(2.5 days for 30 days)	Leave at credit (10)+(4) limited to 60 days
From	To	Period in days		
1	2	3	4	5

Leave taken/encashed			Sanction order No. & date	Balance (5) - (6)	Signature of senior most HRO	Remarks
No. of days	From	To				
6	7	8	9	10	11	12

SECTION-10. MATERNITY/PATERNITYLEAVE

Period		Medical certificate No. and issuing authority	Leave sanction order No. & date	Signature of senior most HRO	Remarks
From	To				

SECTION-11. MEDICAL LEAVE

Period		Medical certificate No. and issuing authority	Leave sanction order No. & date	Signature of senior most HRO	Remarks
From	To				

SECTION-12. EXTRA ORDINARY LEAVE

Sl. No.	Purpose for which leave is granted	Duration of leave granted		Order No. & date	Signature of senior most HRO	Remarks
		From	To			

SECTION-13. STUDY LEAVE

From	To	Name of School/College/ University	Location and Country	Order No./Date	Field of Study	Signature of senior most HRO	Remarks

SECTION-14. BEREAVEMENT LEAVE

Period		Reason/Purpose	Leave sanction order No. & date	Signature of senior most HRO	Remarks
From	To				

SECTION-15.

OTHER UNSPECIFIED BUT IMPORTANT ENTRIES

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SECTION-15. OTHER UNSPECIFIED BUT IMPORTANT ENTRIES

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SERVICE BOOK

ROYAL CIVIL SERVICE COMMISSION

ROYAL GOVERNMENT OF BHUTAN

Name of the Civil Servant:.....

E.I.D No. :

Agency:

**Promoting
Good Governance
in pursuit of
Gross National Happiness**



ROYAL CIVIL SERVICE COMMISSION

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