

**Internal Ranking**

A.B.V. Govt. Degree College Sunni

4. Institutional Management

**4.7 Regular updation of Service Books**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No | Activity | Distribution of  scores | Scores |  |
| 1 | **Regular up-dation of Service records** | Yes=3 | 3 |  |
|  |  |  |  |  |

**Regular updation of Service Book**

The service book contains the essential information and details of the services of a regular government officer and employee. These details are written in the service book by the authorized officer. Service book is an important document for both the service officer and the service provider.

In Government College Sunni, the work of writing service book is done regularly under the supervision of the Principal. The service book is written according to the rules and regulations based on the authenticity of departmental and government standards.







