



(033) 2350-9210, 2360-7586, 6501-6584

# BANGABASI MORNING COLLEGE

19, RAJKUMAR CHAKRABORTY SARANI  
KOLKATA- 700 009

**RE - ACCREDITED WITH GRADE 'A' BY NAAC**

website: <http://www.bangabasimorning.edu.in>, Email ID: [bangabasimorning@gmail.com](mailto:bangabasimorning@gmail.com)

## Service Book Cell

Service Book is a document to record all the events of a Government employee in his/her entire service period and career, recording every administrative action concerning the Government employee right from the stage of his/her recruitment to reflect the history of service of a Government employee.

### OBJECTIVES

- Leave Account of all the permanent staff (including teaching and non-teaching staff members).
- An up-to-date leave register is to be maintained.
- Leave Account of all the permanent staff members to be authenticated by the Principal.
- Preparing the service book after collecting basic information from different staff members.
- Keeping all the necessary documents (Photocopy) including papers relating to promotion, Govt. memos, etc.

### Members of Service Book Cell

Dr. Ronita Roy, Convener

Dr. Radharaman Bar

Dr. Papiya Saha

Sri Arup Debnath

Sri Swapan Bhaduri, Head Clerk



*Ani tarz DUTY*

Principal

Bangabasi Morning College  
Kolkata - 700 009