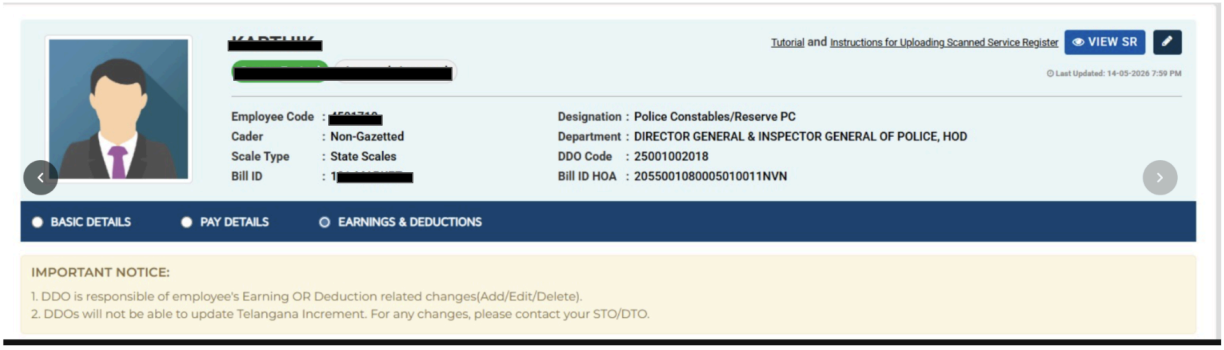
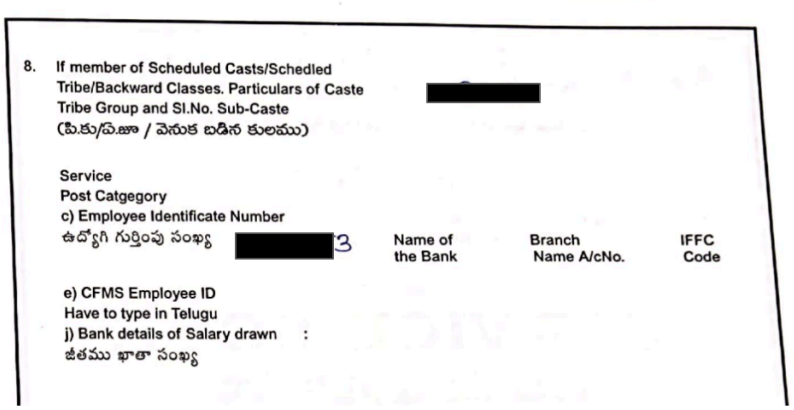
Instructions for Uploading Scanned Service Register

1. The scanned Service Register can be uploaded in the following ways:

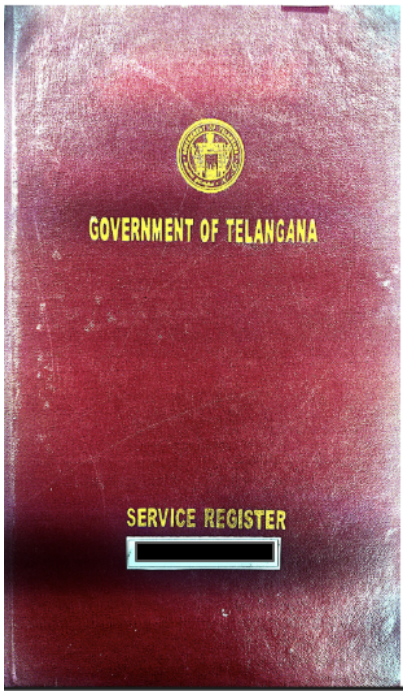
- From the **Employee Master List**, click on **"Upload SR"** against the respective employee, **OR**
- Open the **Employee Details** page and click on the **"Upload"** button at the top right corner.
- To **re-upload** a corrected or revised Service Register, click on the **pencil (edit) icon** against the previously uploaded record.

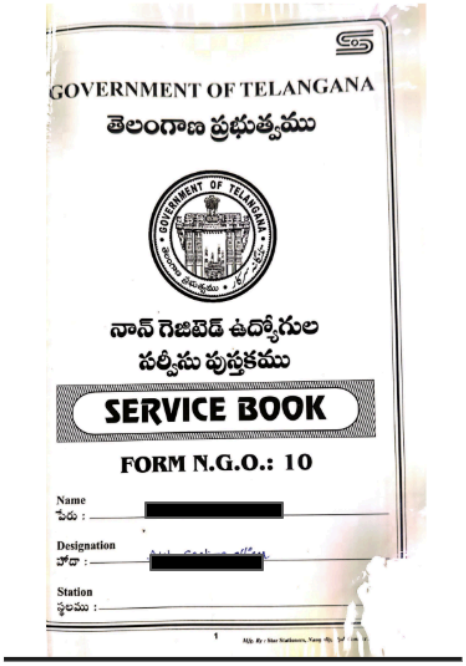


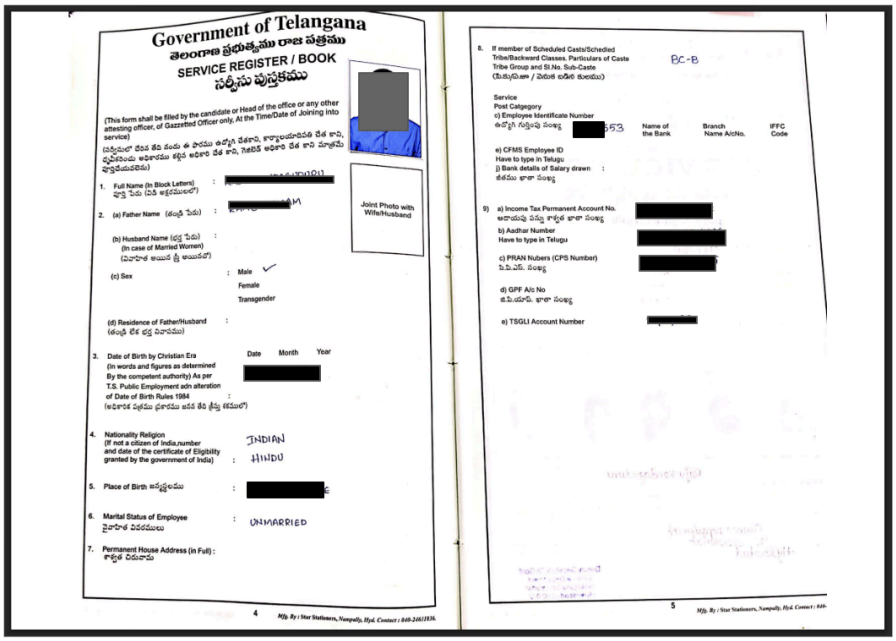
2. Ensure the Service Register being uploaded belongs to the correct employee. Verify the Employee Code before proceeding.

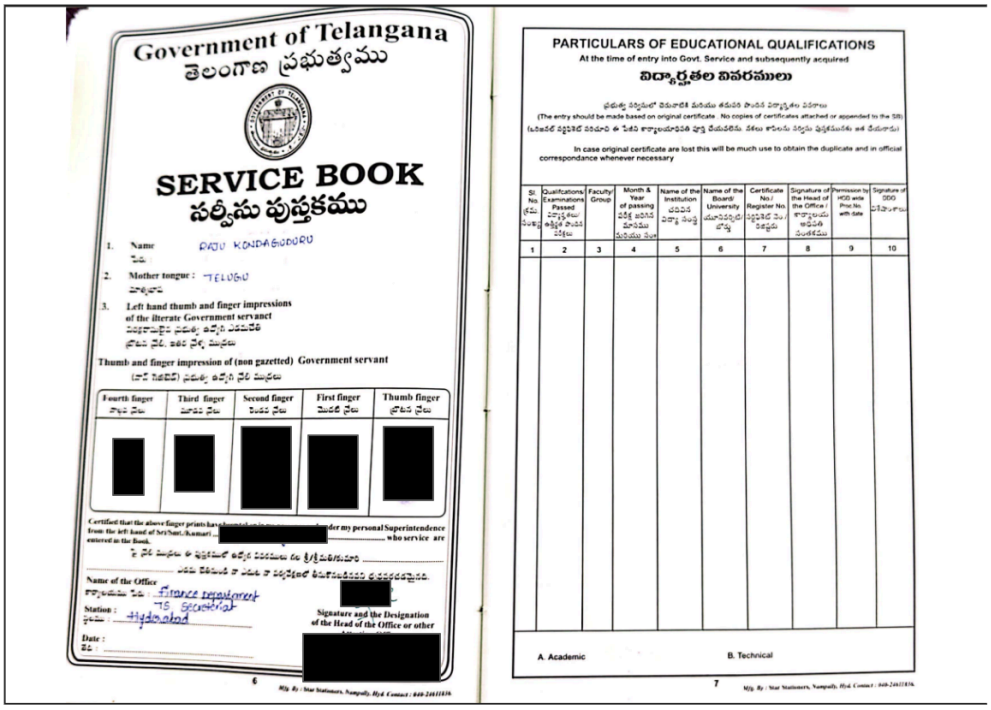


3. Scan all pages of the Service Register, including the front cover, index, and the last used page, last cover. Blank pages in between may be skipped only if they contain no entries. Scan in the correct sequence - first page to last page - without missing or reordering any page.









Government of Telangana
తెలంగాణ ప్రభుత్వము

SERVICE BOOK
పుస్తకము

1. Name RAJU KONDAGHODRU
2. Mother tongue : TELUGU
3. Left hand thumb and finger impressions of the illterate Government servant

Thumb and finger impression of (non gazetted) Government servant

Fourth finger	Third finger	Second finger	First finger	Thumb finger
[redacted]				

Name of the Office : Finance Department
Station : Hyderabad
Date :
Signature and the Designation of the Head of the Office or other

6

PARTICULARS OF EDUCATIONAL QUALIFICATIONS
At the time of entry into Govt. Service and subsequently acquired
విద్యార్హతల వివరములు

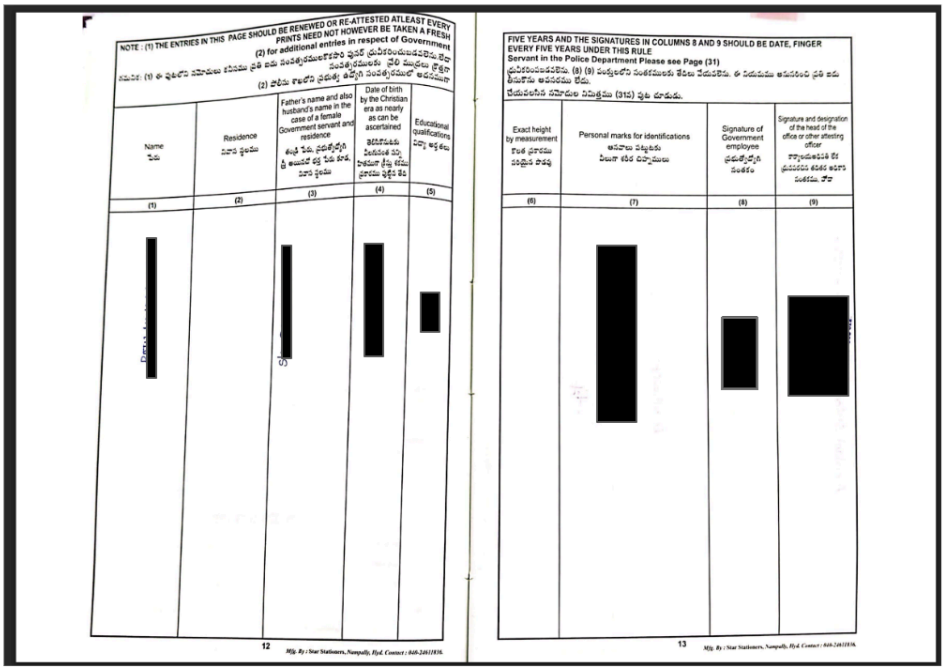
(The entry should be made based on original certificate. No copies of certificates attached or appended to the SB)

In case original certificate are lost this will be much use to obtain the duplicate and in official correspondance whenever necessary

Sl. No.	Qualifications, Examinations Passed	Faculty/ Group	Month & Year of passing	Name of the Institution	Name of the Board/ University	Certificate No./ Register No.	Signature of the Head of the Office /	Permission by HOD vide Proc No. with date	Signature of DDO
1	2	3	4	5	6	7	8	9	10

A. Academic B. Technical

7



NOTE : (1) THE ENTRIES IN THIS PAGE SHOULD BE RENEWED OR RE-ATTESTED ATLEAST EVERY FIVE YEARS AND THE SIGNATURES IN COLUMNS 8 AND 9 SHOULD BE DATE, FINGER PRINTS NEED NOT HOWEVER BE TAKEN A FRESH
(2) for additional entries in respect of Government Servant in the Police Department Please see Page (31)

Name	Residence	Father's name and also husband's name in the case of a female Government servant and residence	Date of birth by the Christian era as nearly as can be ascertained	Educational qualifications
(1)	(2)	(3)	(4)	(5)
[redacted]				

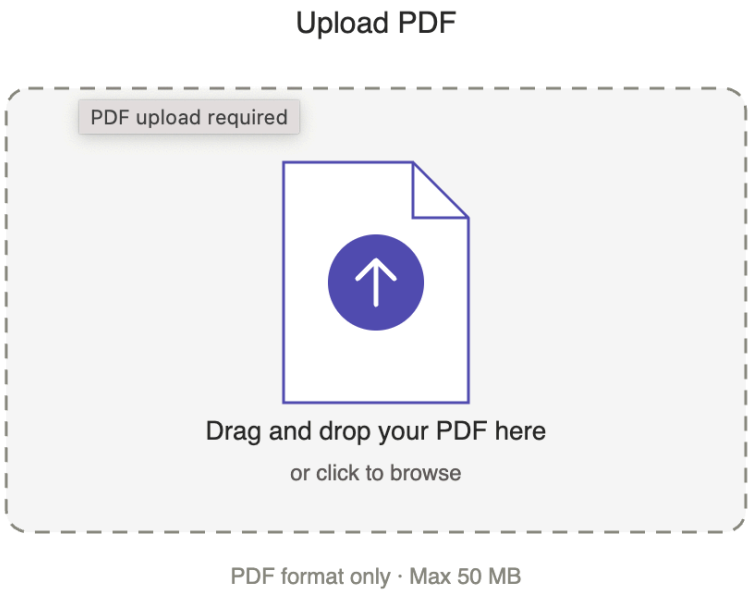
12

Exact height by measurement	Personal marks for identifications	Signature of Government employee	Signature and designation of the head of the office or other attesting officer
(6)	(7)	(8)	(9)
	[redacted]		

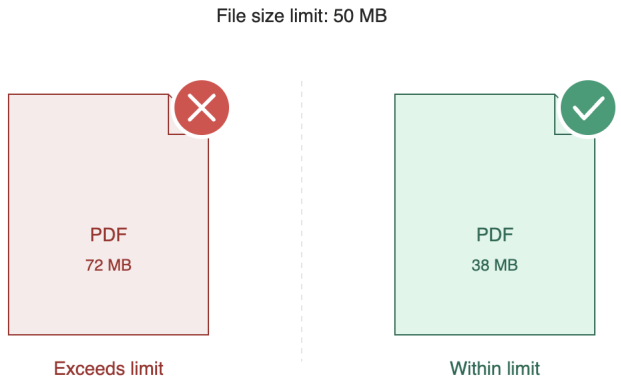
13



4. Upload the document in PDF format only. Combine all pages into a single PDF file - do not upload individual page images.

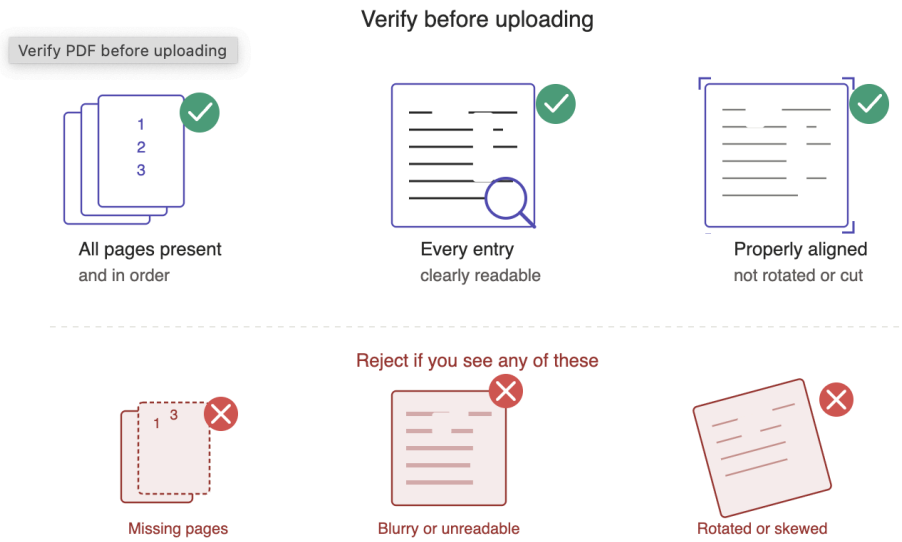


5. The file size should not exceed 50 Mb. Compress the PDF if required, but do not compromise legibility.



6. Name the file in the format: SR_<EmployeeCode>_<EmployeeName>.pdf (e.g., SR_1234567_RameshKumar.pdf).

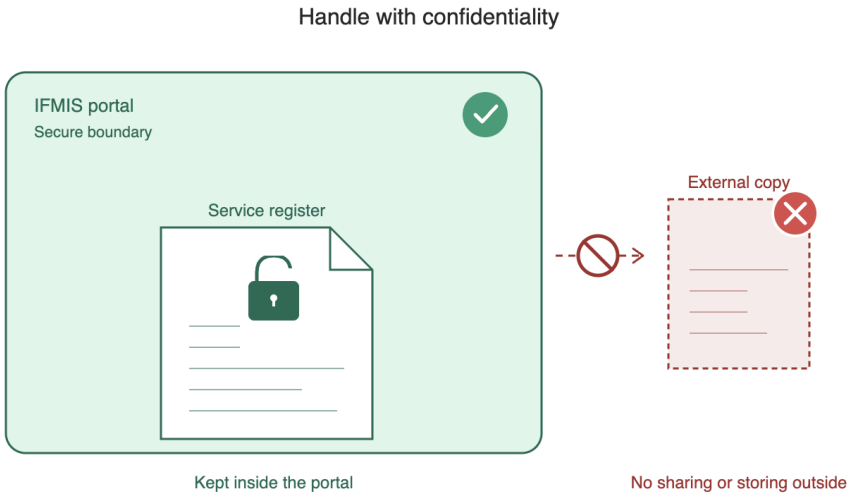
7. Before uploading, open the PDF and verify that:
   - All pages are present and in order,
   - Every entry is clearly readable,
   - No page is rotated, skewed, or partially cut.



6. Once uploaded, the document cannot be deleted. Corrections can only be made by uploading a revised version, which will be retained alongside the original for audit purposes.

8. The DDO is personally responsible for the authenticity and completeness of the uploaded Service Register.

9. Sensitive personal information (e.g., medical records, if any) present in the Service Register should be handled with due confidentiality. Do not share or store copies outside the IFMIS portal.



10. For any technical issues during upload, contact the IFMIS helpdesk.

