

CHAPTER-X
PERSONAL FILE POLICY

1. Purpose:

To define the procedure for maintaining records and access to personal files of employees.

2. Scope: All faculty members and staffs of Sankalchand Patel University and its constituent Colleges/Institutes.

3. Policy:

There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his/her service in the University/Institute from the date of his/her appointment including increment, promotion, reward, punishment and all other special events of his/her service career. The file shall also contain complete record of all leaves (except casual leave), earned as well as unearned taken by him/her.

- 3.1 All personal files in original are maintained and stored under lock and key and keys are under custody of Registrar. Copy of the same to be sent to the concerned Institute/College after joining formalities are over.
- 3.2 If any employee of HR department wants to access the personal file of any employee, then he/she can access the file with permission of the Registrar.
- 3.3 If any HOD wants to review his/her team member's file, then he/she can send the request to the Registrar.
- 3.4 In case any other employee (intra-department) wants any information from personal file of another employee for official reasons then he/she can send the request with desired details specifying the reason to the Registrar.
- 3.5 Head-HR will screen the details and will provide it to the concerned person with the approval of Registrar.
- 3.6 If any employee wants to access his/her own file for some documents, then he/she can request for required documents to Head-HR. The documents will be provided by Head-HR with due approval of Registrar.
- 3.7 Any Employee leaving the organization with/ without due process of resignation, copy of his/her service record will not be given for any reason what so ever.



Check List of Personal File:

Employee Personal File		Status	Service Updation	Record
1	Employee's original employment application with HR Forms			
2	Copy of Offer Letter			
3	Copy of Appointment Letter			
4	Joining report/ induction report			
5	Copies of Educational Qualifications Certificates			
6	Copies of Experience Certificates			
7	Candidate's CV			
8	Copy of PAN Card			
9	Age Proof			
10	Aadhaar No/ID Proof			
11	Address Proof			
12	Photographs (in required quantity)			
13	Copy of driving License (If Any).			
14	Copy of Valid Passport / Visas (If Applicable)			
15	Last 3 months salary slips of previous organization/ Bank Statement of six months			
16	Relieving letter from the previous organization			
17	Form 16 from last employer (If Applicable)			
18	Medical fitness certificate from Nootan General Hospital			
19	PF nomination & declaration form- Form. 2 & 11 if applicable			
20	Tax declaration form			
21	Family Information(Including Photo)			
22	Contact no of immediate supervisor in last company for Verification			

23	Letter of Updates to be maintained (Including changes in Phone no., Address, Copy of Certificates of qualifications obtained after joining, Change in the designation etc.)		
24	Accepted copy of Resignation letter		
25	No Dues Form/Certificate		
26	Copy of Relieving cum Experience Letter		
27	Special Achievement/ Sports Documents		
28	Any other information		

HR FORM

Name in Capital Letters:

Father's Name:

Name of Husband/Wife:

Date of Birth: Age: Marital Status:

(a) Present Address including Pin Code:

Nearest Police Station:

Phone No. (STD Code):

Mobile No.:

Fax No.:

E-mail:

(b) Permanent Address including Pin Code:

Nearest Police Station:

Phone No. (STD Code):

Mobile No.:

Fax No.:

E-mail:

Blood Group: Height (In cms): Weight:

Marks of Identification: 1.....

2.

Academic Qualification:

Sl. No.	Degree	Specialization	Institution/University	Year of Passing	Result in CGPA / %
1	SSC				
2	HSC				
3	UG				
4	PG				
5	M.Phil.				
6	Ph.D.				
7	Others				



Category / Caste (GEN/SC/ST/OBC/EWS/PWD): _____ (Attach certificate)

Aadhar No.: _____

PAN Card No.: _____

Previous Employment (Starting from Current)

Sl. No.	Position	Organization	Last Salary	From	To	Total Experience (Months)

Two Referees (Other than relatives):

(1) Name:

Address:

Phone No.:

Mobile No.:

E-mail:

(2) Name:

Address:

Phone No.

Mobile No.:

E-mail:

Family Details: (including dependent parents, wife and children):

Sl. No.	Name	Complete Address with nearest Police Station.	Contact No.	Relation	Age	Occupation

Name of Nominee

S.No.	Name	Address	Contact No.	Relation	Age	Occupation



Documents Attached:

- | | |
|------------------------------------|----------|
| 1. Four Passport Size Photographs: | Yes / No |
| 2. Address Proof, I/D Proof: | Yes / No |
| 3. Copy of Mark sheet / Degree: | Yes / No |
| 4. Copy of Date of Birth: | Yes / No |
| 5. Medical Fitness Certificate: | Yes / No |
| 6. Rest as per check list : | Yes / No |

Thumb and Finger Impression (Left for Men and Right for Women):

Fore Finger:

Little Finger:

Middle Finger:

Thumb:

Ring Finger:

DECLARATIONS

I hereby declare that:

1. That, all information(s) given by me are correct to the best of my knowledge and belief, I have not concealed any information.
2. That, I have not been punished by any court of law.
3. That, I will abide by all rules and regulations of the Sankalchand Patel University, Visnagar.
4. That, I know and agree that jurisdiction of all disputes will be Visnagar, Mehsana, Gujarat only.
5. That, I will not divulge any information(s) of the university to anybody.
6. That, I will not participate in any press-conference or media talk without the prior written permission of university Authorities.
7. That, I will not participate in any strike, violence or shall not damage the university property or involve myself in any type of misconduct. In the event of doing so, appropriate action may be taken, even termination of my services.
8. That I will not keep any weapon of any sort in my residence in university campus and will not use tobacco, cigarette, alcohol or any other intoxicants in public place/university campus.
9. That, I have read, explained and understood all these information(s) with sound mind and wilfully sign the declaration.

Place:

Date:

Signature of Employee

Signature of Head-HR

Note:-Signature of Employee should be on every page of HR Form

