

SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.
Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

No. STES/ Personnel/2011-12/370

Date: 01-12-2011.

CIRCULAR

Subject: Prescribing Guidelines for,

1. Maintenance of the Service-Books of the Employees, and,
2. Processing of Resignation Letters of the Teaching and Non Teaching Employees.

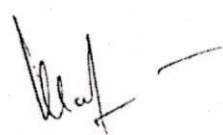
It has come to the notice that there is not uniformity about maintenance of the service-books of the employees. Entries of many important events are not taken in the service books and they remain incomplete in many respect.

Similarly many queries and doubts are raised by the Institutes/ Colleges regarding the procedure for acceptance of resignations of the Teaching and Non Teaching employees.

In order to have uniformity in procedure, action from all concerned, it has been decided to compile guidelines for maintenance and up dating the service books of the employees and to deal with the resignation letters. Compiled guidelines on above two topics are enclosed herewith for ready reference.

These guidelines shall be applicable to all Teaching and Non Teaching employees working in the Institutes/ Colleges/ Schools etc run by the Sinhgad Technical Education Society, Pune; Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashawantrao Chavan Shikshan Prasarak Mandal, Mumbai.

All Heads of the Institutes/ Colleges/ Schools and Chief Executive Officers of all Campuses are therefore instructed to follow enclosed guidelines scrupulously.


(Prof. M. N. Navale)
PRESIDENT

Encl: As above.

To,

1. Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM,

(P.T.O.)



2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
3. Dean, SKN Medical College and General Hospital, Narhe,
4. Chief Executive Officers of all Campuses of STES, SPSPM and SYCSPM,
5. Resident Officer, SSPM, Kondhapuri,
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.
8. Select file.

Copy forwarded for information to:

1. Founder Secretary, STES,
2. Director (Administration), STES
3. Director (Finance), STES,
4. Director (Engineering), STES, Vadgaon
4. Director (Education), STES,
5. Director, (Placement), STES,
6. Secretary, SPSPM, Kamalapur,
7. Director, SPSPM, Pandharpur.
8. Senior Assistant to President, STES

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Sinhgad Institutes

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STES/2021-22/4259

18.04.2022

Sub : Updation of Service-books of Employees

Ref : Circular No.STES/Personnel/2011-12/370 dt. 01.12.2011

CIRCULAR

Detailed instructions about maintenance and updation of service-books of employees have already been issued in the Circular dt. 01.12.2011 referred to above.

However it has come to notice that due to pandemic situation of COVID-19 for last two years, the work of updation of entries in service book has hampered in some of the institutions, which is now required to be taken in hand on urgent basis.

All Heads of Institutions are therefore instructed to ensure that service books of all teaching and non-teaching employees working under them are updated with duly verification and proper authentication. This work should be given priority and should be completed by end of this month in any case.

These instructions are required to be followed without any further delay.

President / Vice President

To,

- (1) All Principals / Directors of Schools, Colleges, Institutes of STES - Pune, SPSPM - Kamlapur, SSPM - Kondhapuri, SYCSPM - Mumbai.
- (2) All Campus Directors, of STES - Pune, SPSPM -Kamalapur, SSPM - Kondhapuri, SYCSPM - Mumbai.
- (3) Dean, SKNMC&GH, Narhe, Pune 411 041

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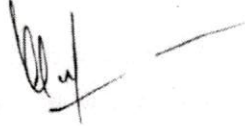


Registrar / HR-clerk
Pl. take the note &
do the needful
19/4/2022

- (4) Director (Finance), STES, Pune
- (5) Dean, Central Placement Cell, Vadgaon 411041
- (6) CAO (Personnel), STES, Pune
- (7) Transport Officer, STES, Ambegaon (Bk), Pune 411 041
- (8) All Estate Officers, STES
- (9) Select File

Copy forwarded for information to :

- (1) Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Sinhgad Technical Education Society, Pune
- (3) Vice President (HR), Sinhgad Technical Education Society, Pune
- (4) Joint Secretary, Savitribai Phule Shikshan Prasarak Mandal, Kamapur



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