

## 7. Regular Updation of service books/ Service Records.

Regular updating of service books or service records is essential for accurate employee management, especially in organizations where service records are used for tracking promotions, increments, benefits, and retirement. Here are the steps to ensure timely and efficient updating of service books or service records:

All key events in an employee's career are tracked and updated, including:

- **Joining date and appointment details**
- **Promotions, increments, or pay revisions**
- **Leave records (paid, unpaid, and earned leaves)**
- **Disciplinary actions or warnings**
- **Training and development programs attended**
- **Transfers or changes in roles**
- **Pension and retirement details (if applicable)**

