

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhawan, 11A, Mirza Galib St.
Kolkata- 700 087

No. 1201/Pw/O/E-IV/14M-16/2015/Part (I)

Date: 02.04.2019

To: 1. The Chief Engineer, P.W. Dte., North Zone/ South Zone/Planning/Head Quarter/West Zone/
National Highway/Roads/Buildings & Research Institute/ Social Sector.

2. The Chief Engineer, P.W(Roads)/ West Zone/South Zone/Planning/North Zone/Head Quarters.
3. The Chief Engineer,(Electrical) - I&II, P.W Dte.
4. The Chief Engineer, Housing Dte.
5. The Chief Government Architect& Ex-Officio Chief Engineer, P.W Dte.

Sub: Updating Physical Service Books for implementation of " Online e-Service Book" in HRMS.

The undersigned is directed to send herewith a copy of letter no.1880-F(Y) Dated:25.03.2019 of Finance Department along with its enclosure on the subject cited above for his kind information and taking necessary action to circulate the same to all the concerned officers under his control.

Encl: As above.

Deputy Secretary
to the Government of
West Bengal, P.W Deptt.

No. 1201/1(10)

Date: 02.04.2019

Copy along with copy of letter no1880-F(Y) Dated:25.03.2019 of Finance Department along with its enclosures forwarded for information and necessary action to the:

1. Engineer-In-Chief & Ex-Officio Secretary, P.W Deptt.
2. Joint Secretary (P), P.W Deptt
3. Joint Secretary(A), PW. (R) Deptt., Khadyobhaban.
4. Dy. Secretary (A), P.W Deptt.
5. Joint Secretary(W), P.W Deptt., Nabanna.
6. Executive Engineer, I.T Division for uploading.
7. Assistant Chief Engineer (Electrical) H.Q & Planning, P.W Dte.
8. Assistant Chief Engineer, Cadre Management, P.W Dte.
9. Superintending Engineer.....Division,P.W.Dte
10. Executive Engineer.....Division, P.W.Dte

Enlco: As above.

Deputy Secretary
to the Government of
West Bengal, P.W Deptt.

Government of West Bengal
Finance Department
Nabanna, Howrah

No. 1880-F(Y)

Dated 25th March, 2019

MEMORANDUM

Sub: Updating Physical Service Books for implementation of "Online e-Service Book" in HRMS

Since the rollout of Human Resources Management System (HRMS), migration from the Physical Service Book to the Online e-Service Book for all State Government employees has been under active consideration of the State Government. The implementation of different Sub-Modules of HRMS has now enabled the introduction of "Online e-Service Book".

2. Based on the transactions carried out in the other Sub-Modules of HRMS that deal with the respective Service matters, the "Online e-Service Book" of a Government employee shall be able to automatically update itself and incorporate necessary changes in the Service Records that form part of his/her Service Book.

3. However, the records of Service matters till date have to be captured from the existing Physical Service Book and entered and updated through **Entry of Legacy Details functionality** in the "Online e-Service Book" in HRMS. For ensuring that correct and updated Legacy Details are entered in the "Online e-Service Book", the Physical Service Book has to be correct and updated. Therefore, the following **Action Points for Entry of Legacy Details in HRMS** have assumed importance:

- i. Existing Physical Service Books of all the Government employees are required to be updated by the Custodians of Service Books as per Appendix No.7, Rule 38 of WBSR, Part-1.
- ii. The Duplicate Service Book which is usually maintained by a Government employee needs to be updated and authenticated to enable them to do legacy data entry in their Online e-Service Book.
- iii. The **Entry of Legacy Details** is required to be done by the employees in their Online e-Service Book through their respective 'eSE login' in HRMS based on their up-to-date Duplicate Service Book.
- iv. The data so entered by the employee shall remain in "Draft Mode". Subsequently it will be required to be approved by the Custodian of the Service Book in HRMS using his/her Digital Signature Certificate (DSC).

4. Now, all Custodians of Service Books in the State Government are requested to undertake a special drive to update the Physical Service Books within 15th April, 2019 and issue the updated Duplicate Service Book to the employees for smooth implementation of "Online e-Service Book". Further, even after uploading the Legacy Details, the Physical Service Book shall be properly preserved with the Custodian till superannuation of the concerned employee.

5. After introduction of "Online e-Service Book" various Service related matters can be processed and approved only if the Entry of Legacy Details has been completed and approved in HRMS.

6. The detailed Guidelines for migration from Physical Service Book to "Online e-Service Book" in HRMS shall be issued shortly.

(H.K. Dwivedi)
Additional Chief Secretary to the
Government of West Bengal

1936/SPW/19
27/03/19

Regd/NO(S)E.
Pl. circulate
among all concerned
100
29/2/19

J.S. (P)

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26/3

S.O.-I
Pl. Pulrup urgently.
27/3/19