

**Government of West Bengal**  
**Public Works Department**  
**Establishment Branch, Cell-II**  
**Khadya Bhawan, Block-A, 4<sup>th</sup> Floor, 11A, Mirza Ghalib Street, Kolkata-700087**

No. 1852/PW/O/E-II/2M-17/23

Dated: 18/07/2023

MEMORANDUM

**Subject: Maintenance of physical copy of Service Book by HRMS controlling authority for the Group-C & Group-D employees & other Technical employees under Public Works Directorate for implementation of e-Service Book.**

In terms of Finance Department's Memorandum No. 4102-F(Y) dated 03/08/2016 read with Memo. No. 1880-F (P) dated 25/03/2019 and Memo. No. 1303-F (e-Gov) dated 21/03/2013, the "Online e-Service Book" along with "e-Services for Employees" has been introduced for maintaining physical copy of Service Book in all State Government offices including all offices under Public Works Directorate.

Now, the physical copy of Service Book of all Group-C & Group-D employees & other Technical employees under Public Works Directorate should be maintained by their respective HRMS controlling authorities/DDOs who maintain the HRMS of those employees for implementation of "Online e-Service Book" & "e-Services for Employees".

For those employees whose HRMS is not maintained by the particular HRMS controlling authorities/DDOs but physical Service Books are lying with them, should return the physical Service Books to the respective HRMS controlling authorities/DDOs.

**Deputy Secretary (A)**  
**to the Govt. of West Bengal**

No. 1852/1(8)-E

Dated: 18/07/2023

Copy forwarded for information and necessary action to:

1. The Chief Engineer (HQ), Public Works Directorate.
2. The Chief Engineer (Electrical/Works/Planning), Public Works Directorate.
3. The Assistant Chief Engineer (P), Public Works Directorate.
4. The Chief Engineer, ..... Zone, Public Works Directorate.
5. The Superintending Engineer, ..... Circle, Public Works Directorate.
6. The Executive Engineer, ..... Division, Public Works Directorate.
7. The Assistant Engineer, ..... Sub Division, Public Works Directorate.
8. The DDO, ..... Office, Public Works Directorate.

**Deputy Secretary (A)**  
**to the Govt. of West Bengal**

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