

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.

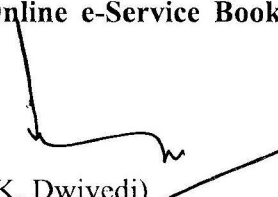
3. However, the records of Service matters till date have to be captured from the existing **Physical Service Book** and entered and updated through **Entry of Legacy Details functionality** in the **“Online e-Service Book”** in HRMS. For ensuring that correct and updated Legacy Details are entered in 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.


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Government of West Bengal