

Government of West Bengal
Directorate of Health Services
Administration Branch
Swasthya Bhawan, Salt Lake,
Sector-V, Kolkata-700091

Dated, 3/5/2019

No. HAD/12M-216-13/Pt.-I/A 2349

To

- 1) The All Principals of Medical Colleges, Govt. of W.B.,
- 2) The All Directors of Health Institutions, Govt. of W.B.,
- 3) The All Chief Medical Officers of Health, Govt. of W.B.,
- 4) The All Deputy/Assistant C.M.O.Hs., & BMOHs, Govt. of W.B.,
- 5) The All M.S.V.P., Medical Colleges & Hospitals, Govt. of W.B.,
- 6) The All Superintendents of District Hospitals & SDHs, Govt. of W.B.,
- 7) The All Medical Superintendents of Hospitals, Govt. of W.B.

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

Ref:- No.1880-F(Y), dt. 25.3.2019 of Finance Department, W.B., & No.HFW-21021/68/2019-GA Section-Deptt. of H&FW/1055 &1279, Dt. 02.4.2019 & 24.4.2019.

Sir/Madam,


As per above mentioned references, I am to request you to kindly send a report towards updating the Physical Service Books under your control by 10.5.2019 as per following format in the mail id [law.compassionate @ g mail.com](mailto:law.compassionate@gmail.com) :-

Total No of Regular Employees	No. of Physical Service Books updated as on 15.4.2019	No of Physical Service Books pending for updating	Reasons for not updating Physical Service Books within the stipulated date.
Group -A			
Group- B, C & D			


✓ Encl:- Above mentioned memos., under reference.

No. HAD/12M-216-13/Pt.-I/A 2349/1 (3)
Copy forwarded for information to:-

- 1) The Special Secretary (GA), Department of Health & F.W., Govt. of West Bengal.
- 2) The Director of Health Services, Govt. of West Bengal
- ✓ 3) The In-Charge, I.T. Cell requesting for uploading the same in health website.


Additional Director (Personnel)
Directorate of Health Services
& Ex-officio Special Secretary,
Deptt. of Health & F.W., W.B.

Dated, 3/5/2019


Additional Director (Personnel)
Directorate of Health Services
& Ex-officio Special Secretary,
Deptt. of Health & F.W., W.B.

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-I.
 - 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

Government of West Bengal

Health & Family Welfare Department
(G.A. Branch)

Swasthya Bhawan, GN-29, Sector-V
Salt Lake, Kolkata-700091

No. HFW-21021/63/2019-GA SECTION-Deptt. of H&FW/1055

Dated, 02.04.2019

From: The Special Secretary
to the Govt. of West Bengal

- To:
- 1) The Director of Health Services, West Bengal
 - 2) The Director of Medical Education, West Bengal
 - 3) The Director of Homeopathy, West Bengal
 - 4) The Director of Ayurveda, West Bengal
 - 5) The Director of Drug Control, West Bengal
 - 6) The Director of State Drug Control & Research Laboratory, West Bengal
 - 7) The Secretary, West Bengal Health Recruitment Board
 - 8) The Secretary, West Bengal Clinical Establishment Regulatory Commission

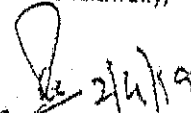
Subject: Updating Physical Service Books for implementation of "Online e-Service Book" in HRMS System.

Sir,

In terms of Finance Department's Memo No. 1880-F(Y) dated 25.03.2019 (copy enclosed), "Online e-Service Book" for all State Govt. employees under Sub-Modules of HRMS System is to be introduced. The records of Service matters till date have to be captures from the existing Physical Service Book and entered and updated through Entry of Legacy Details functionality in the "Online e-Service Book" in HRMS.

Accordingly, I request you to kindly arrange to take necessary steps to update the Physical Service Books as a special drive by 15th April, 2019 in terms of Sub Para (i), (ii), (iii) & (iv) of Para 3 of the said order.

Yours faithfully,


Special Secretary to the
Government of West Bengal

Enclosure: As stated.

Government of West Bengal

Health & Family Welfare Department

(S.A. Branch)

Swasthya Bhawan, GN-29, Sector-V

Salt Lake, Kolkata-700091

No. HFW-21021/53/2019-GA SECTION-Deptt. of H&FW/1273

Dated, 24.04.2019

From: The Special Secretary
to the Govt. of West Bengal

- To:
- 1) The Director of Health Services, West Bengal
 - 2) The Director of Medical Education, West Bengal
 - 3) The Director of Homeopathy, West Bengal
 - 4) The Director of Ayurveda, West Bengal
 - 5) The Director of Drug Control, West Bengal
 - 6) The Director of State Drug Control & Research Laboratory, West Bengal
 - 7) The Secretary, West Bengal Health Recruitment Board
 - 8) The Secretary, West Bengal Clinical Establishment Regulatory Commission

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

Ref: No. 1380-F(Y) dated 25.03.2019 of the Finance Department.

Sir,

Kindly refer to the Memorandum of the Finance Department cited above, wherein a direction was given to complete updation of all Physical Service Books of all employees by 15.04.2019.

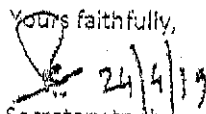
Now, with reference to our earlier letter no. HFW-21021/68/2019-GA SECTION-Deptt. of H&FW/1055 dated 02.04.2019 on the subject mentioned above, I am to request you to kindly send a report towards updating the Physical Service Books under control of your Directorate/Office/Subordinate Offices by 30.04.2019 as per following format in the mail id skab277@gmail.com and wbhfwga@gmail.com:-

Total No. of Regular Employees	No. of Physical Service Books updated as on 15.04.2019	No. of Physical Service Books pending updating	Reasons for not updating the Physical Service Books within the stipulated date

In case of any query, concerned officer at this branch may be contacted at (033)2333-0418.

All such pendencies should be completed by 08.05.2019 and a compliance report to that effect be furnished by 10.05.2019.

Yours faithfully,


Special Secretary to the
Government of West Bengal

Encl: 1) Copy of letter no. HFW-21021/68/2019-GA SECTION-Deptt. of H&FW/1055 dated 02.04.2019.

2) Copy of Finance Department's Memo No. 1380-F(Y) dated 25.03.2019.