



Government of West Bengal
Irrigation & Waterways Department
JalasampadBhaban, 3rd Floor, Western Block,
Bidhannagar, Salt Lake City, Kolkata 700091

No: 2406 - IE

Date: 11/09/2023

NOTIFICATION

In pursuance of Memorandum No. 6000-F(Y) dated 05.11.2019 of Finance (Audit) Department read with Memorandum No. 1303-F(e-Gov) dated 21.03.203 of Finance (e-Governance) Department regarding introduction of Online system of e-service Book management in respect of State Government Employees, it has become necessary to constitute a team who will supervise the matter of management of e-Service Book of all officers and employees of this Department.

In this context a 6-member team is hereby formed comprising with following members:-

1. **Approval Authority:** Registrar & D.D.O., I & W Department.
2. **Supervisor/Custodian of Physical Service Book:** Head Assistant (Cash & Pay), I & W Department.
3. **Members/Dealing Assistants:**
 - a. Mr. Tarek Hayder Sk, Lower Division Assistant, I & W Department.
 - b. Smt. Sovana Bhowmick, Lower Division Assistant, I & W Department.
 - c. Sri Souradeep Sarkar, Lower Division Assistant, I & W Department.
 - d. Sri Abhishek Datta, Lower Division Assistant, I & W Department.

Terms of Reference:

1. The team will introduce e-Service Book for all officers and employees under Irrigation & Waterways Department in HRMS module.
2. All legacy data pertaining to service matters of an employee already recorded in physical service book must be entered in e-Service Book in HRMS by the employee himself/herself with the assistance of the dealing assistants of the team.
3. However, in exceptional cases, the employee may request the competent authority to make inputs in his/her e-Service Book in HRMS after giving a writing (mentioned in Annexure-I of No. 6000-F(Y) dated 05.11.2019 of Finance Department) before the Supervisor of the team.
4. The Head of the Office/ the Appointing Authority, in any case or in any instance may request the team to make any changes or update the entries in e-Service Book of any employee.
5. After introduction of e-Service Book, digital format of e-Service Book approved by the competent authority in HRMS shall be considered as Authenticated Service Record of an employee.
6. Any other matter as may be referred to the team from time to time.

This Notification will take immediate effect.

Sd./-

Assistant Secretary to the Government of West Bengal

No. **2406 /1(18)-IW-11011(99)/63/2023** Date: **11/09/2023**

Copy forwarded for information & necessary action to:-

1. The Finance (Audit) Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711 102.
2. P.S. to the Hon'ble MIC, Irrigation & Waterways Department.
3. OSD to Hon'ble MOS, Irrigation & Waterways Department.
4. Pr. PS to Principal Secretary, Irrigation & Waterways Department.
5. P.A. to the Secretary, Irrigation & Waterways Department.
6. The Joint Secretary (Works), Irrigation & Waterways Department.
7. The Joint Secretary (Technical), Irrigation & Waterways Department.
8. The Joint Secretary (Revenue), Irrigation & Waterways Department.
9. The Deputy Secretary-I/II/III/IV, Irrigation & Waterways Department.
10. The Assistant Secretary-I/II/III/IV, Irrigation & Waterways Department.
11. Sr. Law Officer & Ex-Officio Assistant Secretary, Irrigation & Waterways Department.
12. Sri Kajal Kumar Roy, Registrar, Irrigation & Waterways Department.
13. Sri Utpal Karmakar, HA, Irrigation & Waterways Department.
14. Smt. Sovana Bhowmick, LDA, Irrigation & Waterways Department.
15. Sri Souradeep Sarkar, LDA, Irrigation & Waterways Department.
16. Mr. Tarek Hayder Sk, Irrigation & Waterways Department.
17. Sri Abhishek Datta, LDA, Irrigation & Waterways Department.
18. The Executive Engineer, DVC Study Cell, I & W Dte.--- with a request to update the same in this Department's Official Website.



Assistant Secretary to the Government of West Bengal