

**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasampad Bhaban, 3rd Floor, Western Block**  
**Bidhannagar, Salt Lake City, Kolkata-700 091**

**No.:866-IW-11011(99)/99/2025**

**Dated:10.03.2026**

From: The Deputy Secretary to the Government of West Bengal.

To:

1. The Chief Engineer, South, I & W Directorate.
2. The Chief Engineer, West, I & W Directorate
3. The Chief Engineer, South West, I & W Directorate
4. The Director of Personnel & Ex. Officio Chief Engineer, I & W Directorate
5. The Chief Engineer, North, I & W Directorate
6. The Chief Engineer, (Design & Research), I & W Directorate
7. The Chief Engineer, North East, I & W Directorate
8. The Chief Engineer, Teesta Barrage Project, I & W Directorate
9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate
10. The Chief Engineer ( Project Director, WBMIFMP), Irrigation & Waterways Directorate,

**Subject:** Notification of Preparation & updation of e-Service Book particulars in HRMS for the State Government employees

Ref: No. 835-F(e-Gov) dated 28.02.2026 received from Finance Department

The undersigned is directed to enclose the above referred memorandum and request them to circulate the same to their subordinate offices to take necessary timely actions from their end.

Encl: As stated above.

*Sdt*  
**Deputy Secretary to the Government of West Bengal**

No.: 866/1(2)-IE

Dated:10.03.2026

Copy forwarded for information and necessary action to:

1. P.A to the Secretary, I&W Department.
- ✓ 2. The Executive Engineer, DVC Study Cell, I&W Dte.----With a request to upload the same in this Department's official website.

*10.3.26*  
**Deputy Secretary to the Government of West Bengal**

**Government of West Bengal  
Finance Department  
Audit Branch  
Nabanna, Howrah**

No. 835-F(e-Gov)

Dated 28<sup>th</sup> February, 2026

**NOTIFICATION**

**Sub: Preparation & updation of e-Service Book particulars in HRMS for the  
State Government employees**

The State Government has been undertaking a number of measures since the last few years for smooth management of various Service matters of its employees like introduction of Online Self Appraisal Report, GPF, TA/HTC/LTC, etc. As an integral part of these efforts, the Online e-Service Book has also been rolled out in HRMS Module within WBIFMS, which is the base document for Confirmation in Service, Pay Fixation, DA Arrear Payments, etc.

2. Now, in continuation of Finance Department's Nos. 1880-F(Y) dated 25.03.2019, 6000-F(Y) dated 05.11.2019, and 1303-F(e-Gov) dated 21.03.2023, the State Government hereby delineates the following steps for the smooth and timely preparation & updation of the e-Service Book in HRMS Module for all the State Government employees:

- i. An online facility is being provided in HRMS Module of WBIFMS, in which the Custodians of Service Books of wholetime State Government employees shall upload the copies of the physical Service Books of all employees within 20<sup>th</sup> March 2026 positively after scanning them using any available office scanners/mobile apps.
  - ii. For ensuring convenient, timely & accurate updation of legacy Service Records in the e-Service Book, it has been arranged into multiple 'parts' with specific sub-headings of each 'part'. Employees through their e-Services for Employees (eSE) Login will examine the scanned copy of their physical Service Book, as noted at 3(i) above, for filling these details.
  - iii. Each 'part' of the e-Service Book can be submitted by the employees to the Custodian in HRMS immediately after it has been diligently filled by them. Employees will fill the 'parts' in sequence (e.g. Basic Details, Appointment and Confirmation, Pay Details, etc.).
  - iv. After the details of a 'part' of the e-Service Book has been submitted by an employee in HRMS to the Custodian of the Service Book, the Custodian shall verify the details of such submitted parts of that e-Service Book, update any details therein if required, and approve it in HRMS.
  - v. Subsequent to the approval of the Custodian, the employee would be able to view the approved 'parts' of their e-Service Book. Thereafter, in case an employee desires to provide any feedback to the Custodian about any details mentioned in such approved 'parts', the option for the same would be available to the employee in HRMS. The Custodian would examine any such feedbacks received and verify the details thereof for any further correction/updation, if needed.
3. This is issued in the interest of public service with immediate effect.



No. 835-F(c-Gov)/..... (22)

Date: 28/02/2026

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The Senior PS to the Chief Secretary to the Government of West Bengal.
5. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Khark Singh Marg, New Delhi-110001.
6. The Additional Chief Secretary/Principal Secretary/Secretary,  
..... Department, Government of West Bengal.
7. The Commissioner, ..... Division.
8. The Secretary, Finance (Audit) Department, Government of West Bengal.
9. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
10. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
11. The..... Department/Directorate.....
12. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kolkata-700001.
13. The Director .....
14. The District Magistrate/District Judge/Superintendent of Police,.....
15. The Sub-Divisional Officer, .....
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
19. The Treasury Officer, .....
20. The Group ..... / ..... Branch, Finance Department

  
 Special Secretary to the  
 Government of West Bengal