Government of West Bengal
Finance Department
Audit Branch, WBA&AS Cell
Writers' Buildings, Kolkata-700001

No.3073-F(Y)/WB **Dated: 22.05.2015**

NOTIFICATION

Finance Department has developed a Web Based Version of **"Service Record Monitoring System"** for Constituted Cadre officers of **West Bengal Audit & Accounts Service (WBA&AS)** under URL http://wbaasprofile.gov.in.

Implementation of SRMS application/portal would call for substantial reengineering of the workflow pattern, processes, methods etc. hitherto adopted and followed by Service Record Cell, Group T, and Finance Department in discharge of its routine functions in phased manner. Once operational, SRMS would encapsulate each and every aspect of service related issues of WBA&AS officers starting from online leave sanction, increment order generation to processing of pension papers along with a host of other features and services. It is therefore imperative that existence of comprehensive database in respect of WBA&AS officers enveloping all essential information is necessary for proper functioning of SRMS portal.

2. Accordingly, all officers of WBA&AS cadre are hereby directed to provide correct and up-to-date information online against each and every item mentioned therein by accessing the SRMS application under the URL http://wbaasprofile.gov.in with effect from 01.06.2015.

3. The Login ID of the officer is the General Provident Fund Account No. and the default password is NIC123 (Refer User Manual for details).They are advised to change the password after first login.

4. Information should be mandatorily provided by 15.06.2015.

5. For any assistance in this regard Shri Avik Roy, Nodal Officer, SRMS Cell (Tel No. 2214 1372, Email Id srmscell.fin-wb@gov.in) may be contacted.

6. All WBA&AS officers are directed to ensure strict compliance accordingly.

Enclo : User Manual & FAQs.

(H K Dwivedi)
Principal Secretary to the
Govt. of West Bengal

USER MANUAL AND FAQs ON

SERVICE RECORD MONITORING SYSTEM (SRMS)

DEVELOPED BY
SRMS CELL,FINANCE DEPARTMENT(Gr T)
AND
NATIONAL INFORMATICS CENTER(NIC)

SRMS CELL (Gr T)
FINANCE DEPARTMENT
GOVT, OF WEST BENGAL
Email : srmscell.fin-wb@gov.in

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Frequently Asked Questions

1. **What is Service Record Monitoring System?**
   Service Record Monitoring System or SRMS is a G2G web based portal for management and administration of service related particulars of cadre officers of West Bengal Audit & Accounts Service (WBA&AS).This portal provides a virtual interacting platform between the Cadre Controlling Authority (CCA) and the officer concerned. It aims to provide an array of G2G services to the officers with ease of operation and convenience through eventual unification of Front Office with Back Office.

2. **What is the URL(Uniform Resource Locator) address of this portal ?**
   URL of this portal is http://wbaasprofile.gov.in.

3. **How do officers access this portal on the internet?**
   Officers can access this portal by typing the URL directly on the address bar. Alternatively, they can also access this portal by visiting www.wbfin.nic.in and select WBA&AS tab there from.

4. **What is the system requirement for accessing this portal?**
   Compatible browser for this site is Internet Explorer 7 and above, Mozilla Firefox, Google Chrome etc.

5. **What kind of information is required to be given?**
   Complete and up to date information on service related matters, personal and other information are required to be furnished on this portal.

6. **Is providing information on this portal mandatory?**
   Yes, vide Finance Department **Notification No. 3073-F(Y) / WB, Dtd. 22.05.15.**

7. **I have already provided information vide Finance Department Notification No.436-F(Y)/WB Dtd.11.02.2014.Do I need to provide again?**
   Information that you have given on www.wbfin.nic.in are already incorporated in SRMS except "Present Posting Details" & "Posting History" which you need to fill up again. If you wish you can change/ modify or update the details provided earlier.

8. **What is the time period for providing information?**
   Information shall be provided by **15/06/15** vide Finance Department **Notification No.3073-F(Y) / WB, Dtd 22.05.15**. Sincere cooperation of all officers is solicited in this respect.

9. **I am going to superannuate on 31.08.2015, do I need to provide information online?**
   Officers who are going to superannuate on or before 31.12.2015 need not to give information online.

10. I am presently under suspension, what should I do?

On the Basic Information page select "Under Suspension" from dropdown list under "Employment Status". A popup menu will appear, fill up particulars in respect of Suspension including GO No., Date etc. then proceed to submit. You do not need to fill up "Present Posting Details" page.

11. Is information provided on this portal secure?

Security Audit of this portal has been conducted by Standardization Testing & Quality Certification (STQC) Directorate, Department of Information Technology, Govt. of India and same can be viewed under "Security Certificate" tab on the Home Page.

12. How do I Login to this portal?

Your Login Id is your General Provident Fund Account No. Make sure that you type correct GPF series, e.g. officers having GPF series "Administration" should write ADM and not ADMN. By default your password is NIC123 but you need to reset your password after first Login. Your new password will be 08(eight) alphanumeric (combination of letters and numbers) type.

13. I am currently on Lien to GoI/PSU/Autonomous Body, what should I do?

On the Basic Information page select "Lien" from dropdown list under "Employment Status". A popup menu will appear, fill up particulars in respect of your lien including lien GO No., Date etc. then proceed to submit. You do not need to fill up "Present Posting Details" page.

14. I am not able to view captcha characters properly, how do I Login?

Click on refresh button at the right side of the captcha box. New set of captcha characters will appear on the box. Type new characters on the box & proceed to Login.(Captcha characters are not case sensitive).

15. I am a new entrant to this service & my GPF A/C No. has not been allotted till date, what should I do?

You have already been allotted temporary GPF Account No.(e.g.TEMP/WB/12345) for the purpose of Logging In to SRMS portal. To view your temporary GPF Account No. click on **"How do I know my GPF Account No."** under **HELP** tab. A search engine will appear on the screen. Put your **Personal File No.** allotted by the **Service Record Cell** in the search box. Your name, GPF Account No. will be displayed as search result.

16. I have applied for GPF A/C no. but the application is under process, what should I do?

Same as No.15.Intimate SRMS Cell immediately upon receipt of your new GPF Account No. from Pr. A.G.(A&E),WB.

17. Personal File No and Leave File No. have not been allotted to me till date. How do I fill up my PF & LF No.?

You need to contact SRMS Cell for allotment of PF No. which is a mandatory field. LF no. is optional and would be filled up by the SRMS Cell in due course.

18. Is uploading photo on the profile is mandatory?

No. But you must take every effort to ensure that the profile information given on the portal is complete in all respect.

19. What is the specification of photograph?

Photograph should be of passport size (jpg/jpeg)having resolution 300 X 600 pixels and size not exceeding 60kb.

20. I am not able to fill up all pages of my profile at once, shall I able to fill up & save one page and fill up subsequent pages later on?

Yes, but you need click on “Submit” button at the end of each page and check page status before proceed to Logout.

21. How do I fill up “Present Posting Details”?

Present Posting Details can be filled up by following the steps mentioned in the User Manual. Alternatively, officers may also choose their present posting from the Cadre Schedule by using “My Post” available under “Search & Find” tab.

22. Is providing my Email Id & Mobile No. mandatory?

Yes. Upon verification of your profile information you will receive one confirmation sms & email from the SRMS Cell. Furthermore, mobile no. and email id will be used for all future correspondence in respect of your service record and other purposes.

23. How do I fill up my “Posting History”?

Follow the same procedure detailed under “Present Posting Details”. After completion of one entry click on “Add” button and proceed to next entry.

24. I was appointed in erstwhile WBJrA&AS & designation held by me in WBJrA&AS capacity has become defunct and not available in the Cadre Schedule published in 2010.How do I incorporate this in my “Posting History”?

You are requested to select the immediate supervisory post held by WBA&AS in that particular department keeping location of your posting unchanged as far as practicable.

25. Shall I incorporate my tenure as Leave Reserve & Trainee Reserve in "Present Posting Details" & "Posting History"?

Yes.

26. I am presently under order of transfer, how do I fill up my present posting details?

Fill up details after joining your new assignments subject to the time limit stipulated under Finance department **Notification No. 3073-F(Y) / WB, Dtd 22.05.15.**

27. I am presently under transit leave, how do I fill up my present posting details?

Fill up after joining your new place of posting.

28. I am currently holding the charge of Financial Advisor/Deputy FA/Accounts Officer (O/O the FA) of three administrative departments. How do I select my administrative department?

In this case you are requested to select any one administrative department (out of two/three) for selection of Present Posting and other departments will come under Additional Charge Details.

29. What I will do after submission of all pages of my Profile information?

Click on "Submit for Verification" button at the top right corner of the profile page. Give your consent on the undertaking appeared on the popup menu and click on "YES" button. Your verification request will be sent to the SRMS Cell for verification.

30. What will happen after verification of my profile information?

Upon confirmation of your Profile Information by the SRMS Cell you will receive one sms and email to your registered email id and mobile no.

31. What will happen if Profile Verification request is rejected?

You will be asked to provide additional details/information required for completion of verification formalities by the SRMS Cell. The matter will be communicated to you in due course through email and SRMS Cell will guide you in this regard.

USER MANUAL

(2.1) Home Page:-

Home Page of the portal is accessible under the URL http://wbaasprofile.gov.in. Alternatively, it is also accessible from www.wbfin.nic.in and upon selection of WBA&AS tab there from. The site is best viewed in Internet Explorer 7 and above, Mozilla Firefox, Google Chrome etc. The Home Page of the portal will appear as follows:

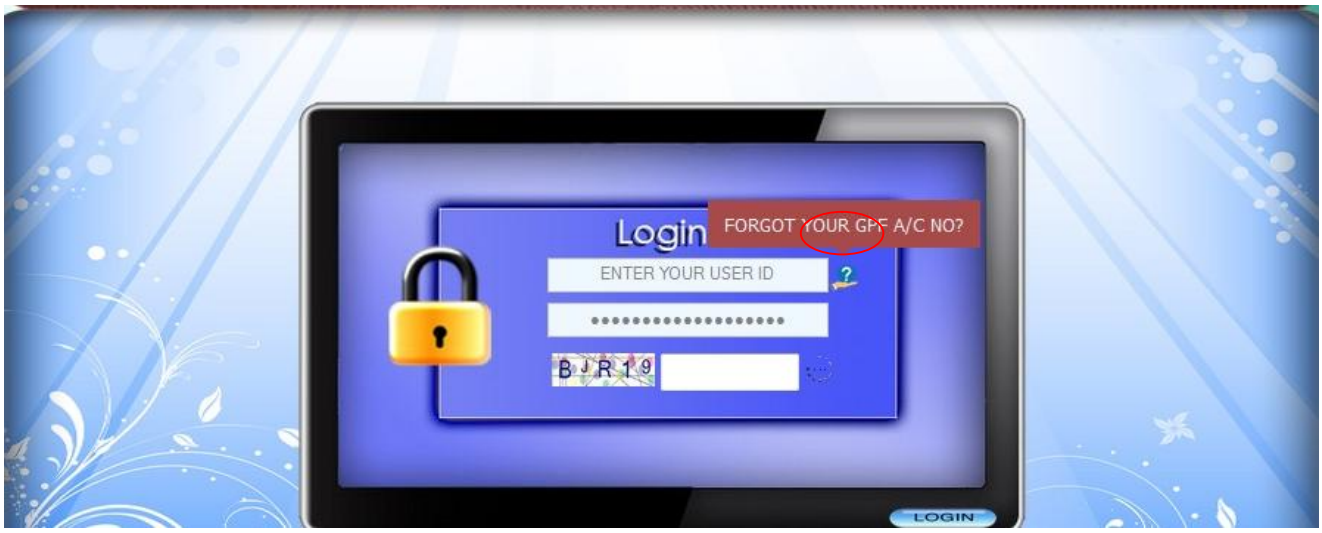
At the top of the page header menu will provide useful information on different features and characteristics of the portal functioning. Downloads menu contains link to important Govt. Memorandum/Notification such as Cadre Schedule, SAR etc. in pdf format. Help menu will provide access to relevant information on different operational features of the portal in terms of FAQs, User Manual, Search Engine etc. All these are aimed at acquainting the end user with various functional aspects of SRMS application and provide necessary orientation in this regard.

Govt. Orders, Memorandum, Notification, Circulars in respect of different issues like Transfer/Posting, Service Matters, Act, Rules will be periodically uploaded under different categories like “Transfer/Posting”, ”Circulars & Memos” and “News and Events” for updating the Officers on continuous basis.

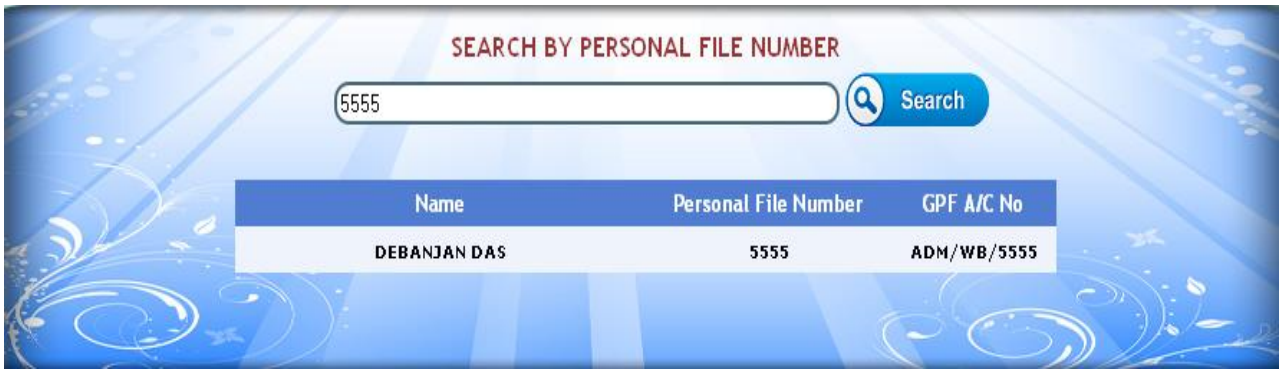
Click on Login to get access to the portal.

(2.2) Login & Password:-

To fill up the particulars officers need to Login first by providing their Login Id and Password. The Login window will appear as follows:



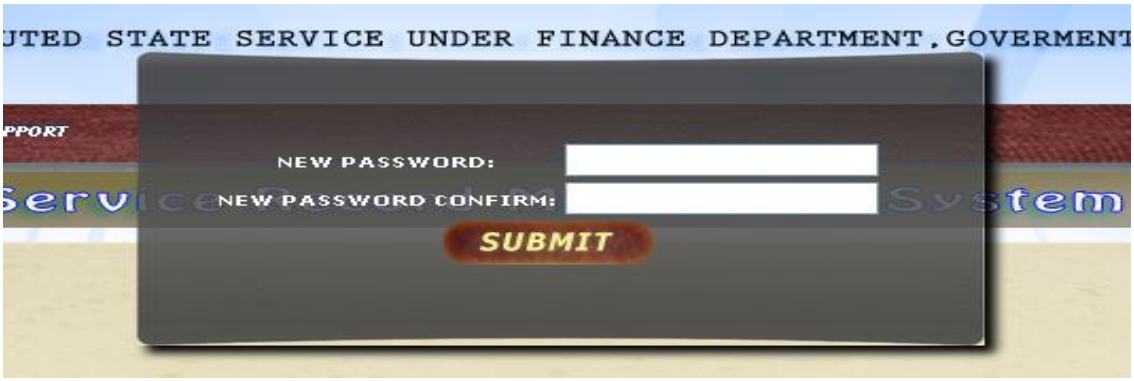
Login Id is the General Provident Fund Account No. of the concerned Officer allotted by the Principal Accountant General (A&E),West Bengal. Make sure to write the correct GPF Account No. series, for example write ADM and not ADMN for Account Nos of Administration series. To know the existing GPF Account No. series allotted by Pr.A.G.(A&E) please click on **“HELP”** & select **“ How do I know my GPF Account Series”.** To view the GPF Account No. of officer click on the image icon besides the User Id box and a search engine will appear as below. Alternatively, click on **“HELP”** & select **“How do I know my GPF Account Number”.** Put “Personal File No.” of the officer on the search box and click on search button.GPF Account No. and Name of the officer will be displayed as search results.



By default the Password of the profile is NIC123. After typing Login Id & Password type captcha characters appearing on the box (captcha letters are not case sensitive).Click on refresh button at the right side of the box to view fresh set of captcha characters .Captcha is a combination of 05 letters or numbers.

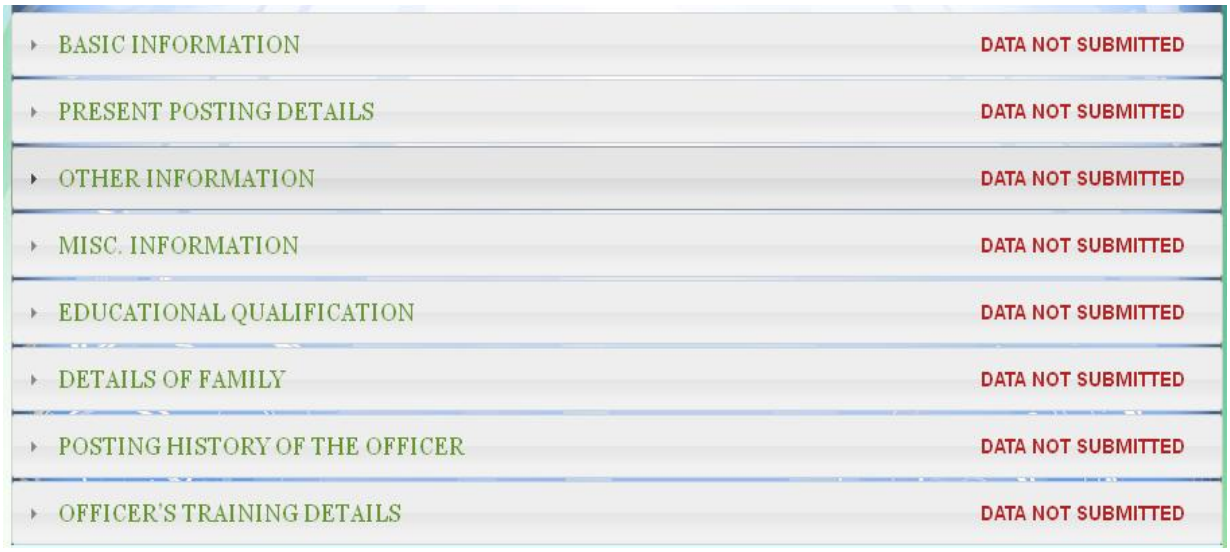
Click on “LOGIN” after filling up Login , Password & captcha characters.

Officers need to change their password after first Login through the window displayed below. Officers new Password will be eight (08) digit alphanumeric type (combination of letters and numerals).Officers are requested to remember/ memorise the new password because it will be required for subsequent access to this portal.



(2.3) My Profile:

This is the repository of information of service related particulars of all WBA&AS Officers. Officers are requested to provide all service related & other particulars on this page by selecting **"Update Profile"** .The page will be displayed as below:



Each panel on the page starting from "Basic Information" to "Officer Training Details" represents different set of information required by the **Cadre Controlling Authority** for varied purposes. By simply clicking on the panel respective page will expand along with the data fields. Officers may choose to fill up & submit different panels at different Login sessions but each page under respective panel should be filled up completely before submission. Officers who have already provided complete/partial details on www.wbfin.nic.in vide Finance Department Notification No. 436-F(Y)/WB,Dtd. 11.02.2014 will get relevant information displayed under the respective panel except **"Present Posting Details"** & **"Posting History of the Officer"** .Other Officers need to provide complete information on all mandatory fields(marked with **"*"**) in respect of each panel. Page status indicated at the right corner of each page will change from "Data not Submitted" in red to "Data

Submitted" in green after successful entry & submission of requisite information in respect of each page.

(2.3.A) Basic Information:-

Officers need to provide/update (if required) relevant details on "Basic Information" which will appear as below:

Officers are requested to upload passport size photograph having resolution 300 X 600 pixels and size not exceeding 60kb on space provided by clicking on the **"Browse"** button. Please note that fields marked against "*" are mandatory fields. Officer concerned is requested to fill up the form carefully to avoid any mistakes. Officers need to select their **Mode of Recruitment** in WBA&AS cadre from the dropdown list. Four types of **Mode of Recruitment** are there:

1. Direct. (Officers who have been appointed directly to **WBA&AS** cadre by **PSC**).

2. On Promotion. (Officers who have been promoted to WBA&AS cadre from the erstwhile WBJrA&AS cadre).

3. On Merger. (Officers who have been appointed on **WBA&AS** from erstwhile **WBJrA&AS** vide Finance Department Notification **No.3317-F, Dtd.22.03.01**).

4. Limited Departmental. (Officers who have been appointed to **WBA&AS** through Limited Departmental Examination conducted by PSC).

All officers are requested to make their selection accordingly.

Select **Year of Allotment** for the **WBA&AS** or **WBJrA&AS** as the case may be & relevant **Pay Scales** at the time of joining.

In case officer concerned had been employed in other Govt. Service (GoWB) before appointment to WBA&AS then indicate Date of First Entry into Govt. service.

If the officer is currently on Lien to GoI/PSU/Autonomous Body then select "Lien" from the dropdown list under "Mode of Recruitment". Fill up particulars in respect of Lien such as Lien G.O. No.,G.O.

Date, Current employers details etc. on the popup window and then submit. **Officers on Lien are not required to fill up "Present Posting Details".**
Please do not fill up "Sl. No. in the Gradation List". It will be filled up by the Finance Department post publication of gradation list.
After filling up all mandatory fields click on "Submit" button and proceed to next panel.

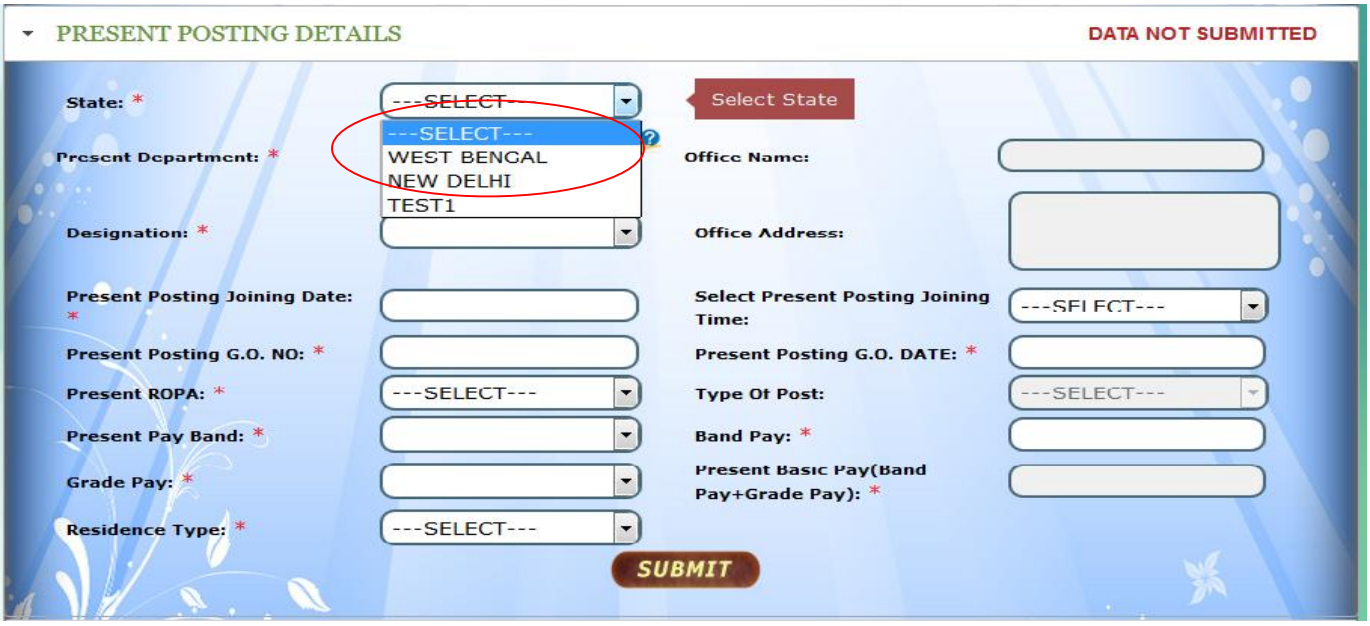
(2.3.B) Present Posting Details:-

All officers need to fill up this page afresh. Officers may fill up Present Posting Details by following either Method A or Method B (Short Cut Method).Both methods are illustrated below:

Method A:

This page refers to present office details of the Officer concerned. Officers are requested go through the following guidelines before filling up this page.

Step 1: Select present State of posting from the drop down list. Default option is West Bengal. In case of O/O the Resident Commissioner, select New Delhi.



Step 2: Select the administrative department of present office from the dropdown list. Please refer to the Cadre Schedule of WBA&AS Officers published vide **Notification No.1718-F(Y) Dtd.08.03.2010**. Cadre Schedule can also be downloaded from "Downloads" tab. It may so happen that the respective post has been created post publication of cadre schedule. To see posts available under the department please go to **"Search & Find"** and click on **"Find My Post"** & select department from the dropdown list. Available posts under a particular department will be displayed. Periodically some new departments have been created or names of some departments have undergone change or administrative controls of one particular office have shifted from one department to another. All these changes are incorporated into SRMS in due course. Officers are requested to make selection accordingly.

Step 3: Upon selection of department a slate coloured pop up box will appear on the screen asking the officer concerned to select the **"Type of Post"(Cadre/Deputation)** from the dropdown list.

Step 4: After such selection a dropdown list will appear on the screen as follows:

Offices across West Bengal are sub divided into eight (08) categories based on geographical location, relationship with administrative department and its constitution.

Department in Kolkata refers to the Secretariat HQ & it includes North Bengal Development Department (NBDD) located at Uttarkanya, Siliguri. All departmental posts like Jt./Deputy/Asst. Secretary, Financial Advisor(FA),DFA, Accounts Officers come under this category.

Directorate in Kolkata includes directorate HQ establishments. Directorate field establishments will not come under this category. It also includes State Level Project Offices (e.g. SSM, NRLM,MDM,NGRBA etc.) & institutions(ATI,SIPRD).

Constitutional/Autonomous/Statutory Bodies are those institutions which are structurally & functionally different from conventional government set up .They are either institutions created by the Constitution of India(e.g. Calcutta High Court, Public Service Commission, Zilla Parishads ,Municipalities etc.) or by the Statutory Provisions(e.g.Commercial Taxes Appellate & Revision Board, Labour Welfare Board, Khadi & Village Industries Board etc.) or incorporated under Societies Act, Co operative Societies Act, Companies Act and includes development & other authority, agency, trust, corporations etc. However, it may be related to a particular administrative department in respect of its budgetary allocation, staffing etc.

Offices under District Magistrate & Collector refers to those office establishments which are directly controlled by the District Magistrate & Collector. It includes all District Treasuries (Not Sub Divisional Treasuries), Accounts Officer under Land Acquisition Collector Set up etc.

Regional Offices are those establishments having regional jurisdiction & covering multiple districts in discharge of its functions. Divisional Commissioners' office, offices under Directorate of Local Bodies will come under this category.

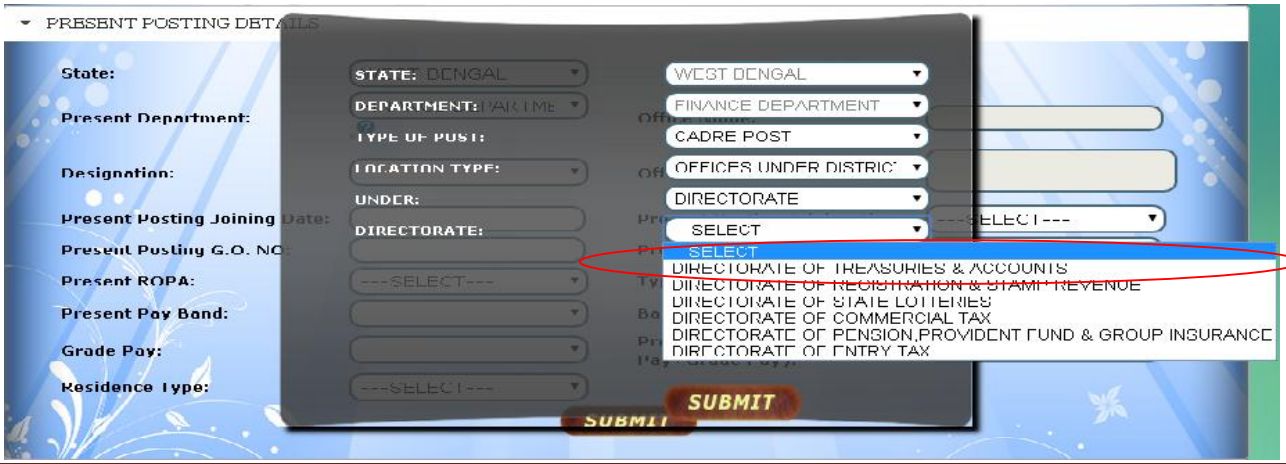
Offices in Districts(Including Kolkata) covers field offices of all directorates and it includes Pay & Accounts Offices(All),school education directorate office, all medical college & hospitals ,CMOH,DRDC,DCFS etc.

Offices in Sub Division refers to all Sub Divisional level offices and includes all Sub Divisional Treasuries.

O/O the Resident Commissioner, New Delhi refers to Pay & Accounts Offices, New Delhi.
Based on aforesaid illustrations officer concerned will make his choice accordingly.

Step 5: Thereafter, the officer has to select the controlling authority of his present office from the dropdown list. It will be either department or directorate. For example, controlling authority of Treasury Officer/Additional Treasury Officer will be Directorate of Treasuries & Accounts.

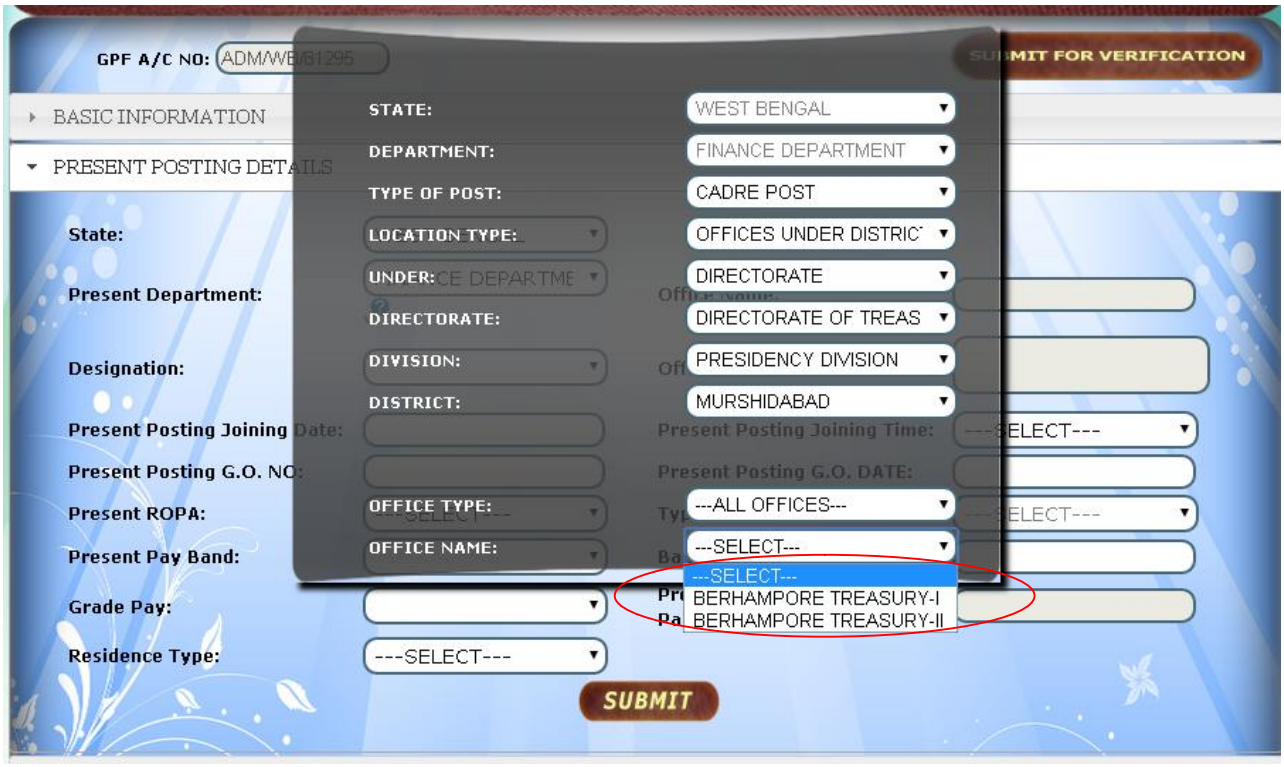
Step 6: Based on such selection list of directorates will appear on the screen from which selection is to be made.



Step 7:- Selection of Division (Presidency/Burdwan/Jalpaiguri) and Districts and Sub Division (If required) are to be made next from the dropdown list.

Step 8:- Officer concerned may choose his/her office from the list of **"Office Type"** but the default option is "All Office".

Step 9:- By clicking on the Office Name officer will find the office displayed on the dropdown list. The screen will appear as follows:



Now the officer has to click on "**Submit"** & select his/her designation.

Step 10:- It may so happen that the officer is on **Scale Linked Designation** or he/she is holding **Additional Charges**. After selection of "Designation" a popup menu will again appear on the screen as follows:

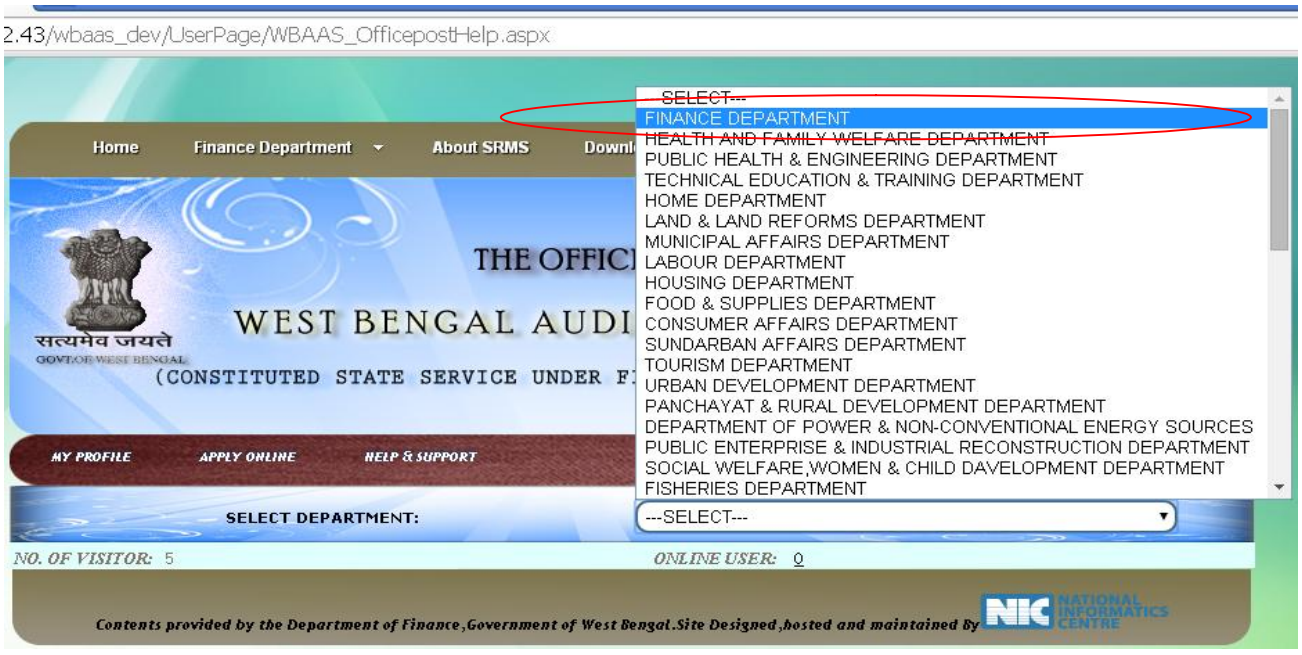
By clicking in the Check Box besides **Scale Linked Designation** a dropdown list will be activated from which the selection has to be made.

Additional Charge Details need to be provided after clicking on the respective box. Please mention relevant G.O. No. and Date in respect of assignment of additional charge. In this respect please note that **Additional Charge Details** is applicable in respect of posts included under the WBA&AS cadre schedule and not any other official assignments of ex-officio nature. For example Accounts Officer, Nandan is the Treasurer of Kolkata Film Festival but this will not come under **Additional Charge Details**. After completion click on "Confirm" or "Exit" if it is not applicable to you.

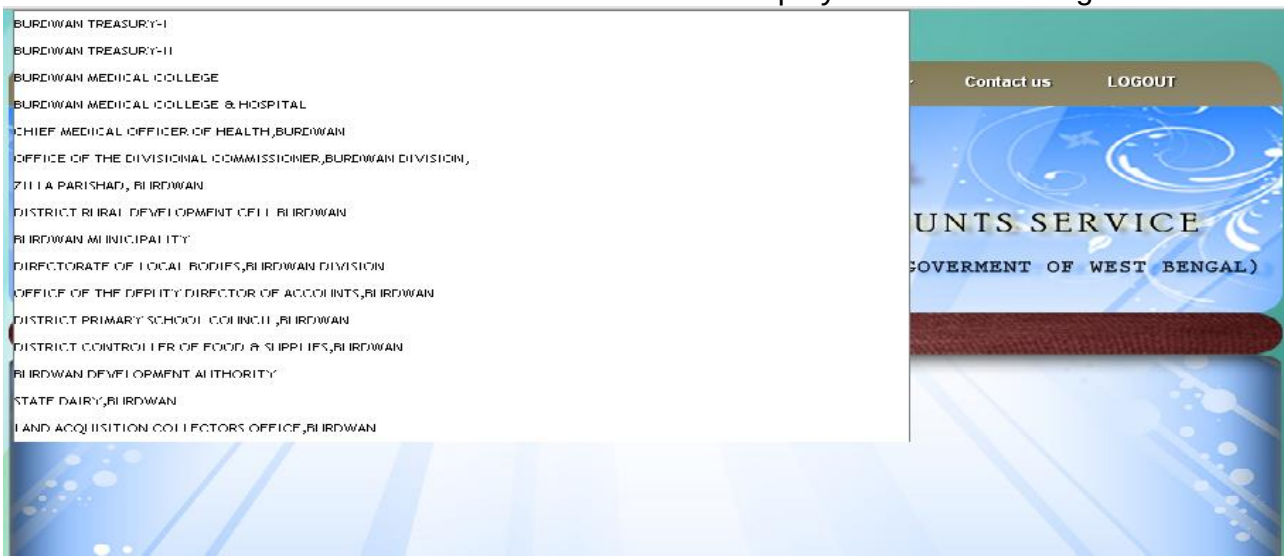
Step 11:- Fill up other relevant details like Pay Band, Grade Pay etc and click on "Submit" button.

<u>Method B (Alternative short cut method)</u>:
Present Posting Details Page will be displayed as follows:

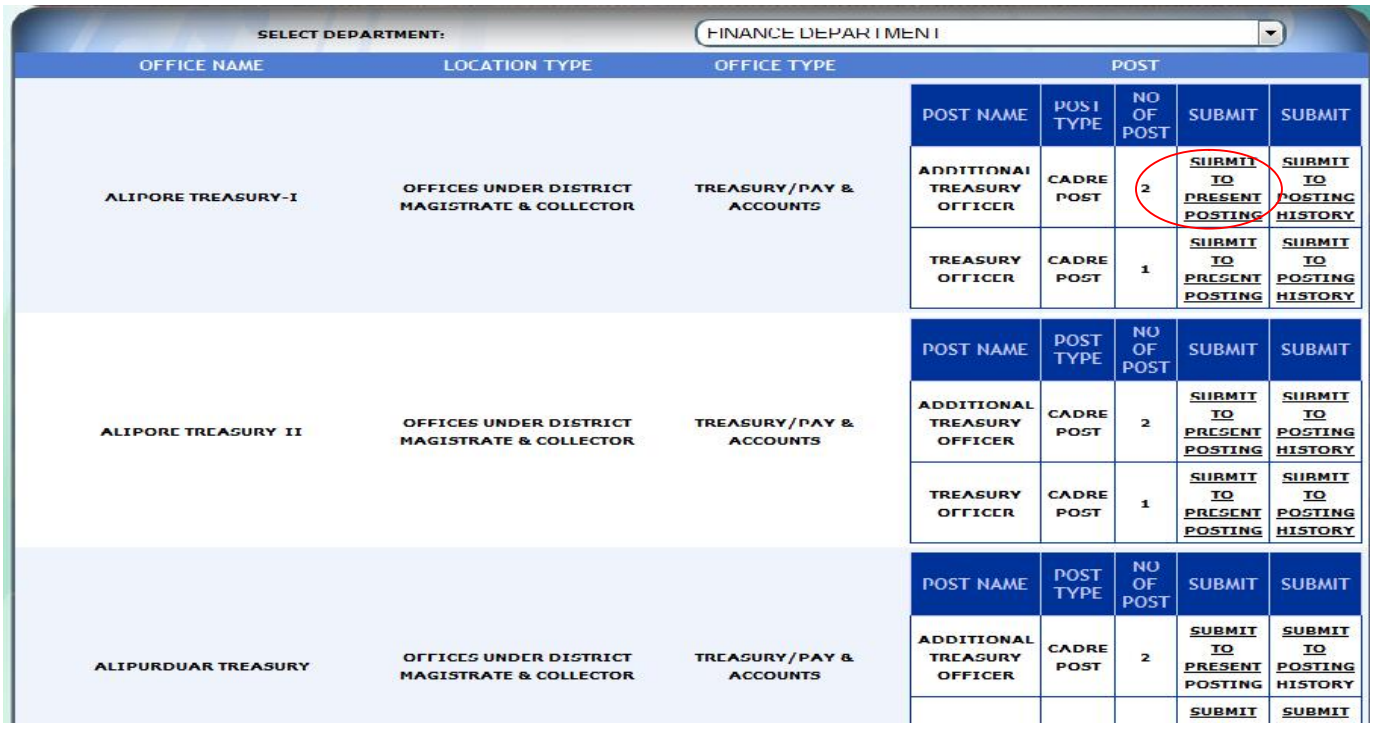
Click on the image link and the page will be redirected to a new page wherefrom the officer is required to choose the present administrative department from the dropdown list which will appear as follows :



Alternatively, officers may search office by using “Search My Office” option available under “Search & Find” menu. Upon clicking on the “Search My Office” the search engine will appear on the screen. Officer concerned has to type the name of the office slowly, e. g. for offices in Burdwan District HQ type **“Burdwan”** on the search bar and the offices will be displayed in the following manner:



Depending upon such selection/search results as the case may be all offices under particular department/search criteria will be displayed page wise along with relevant details. Officer concerned need to select the post corresponding to the office by clicking on **“Submit to Present Posting”.** Present posting of the officer will be selected automatically.



Thereafter, follow Step No. 10 to 11 of the Method A.

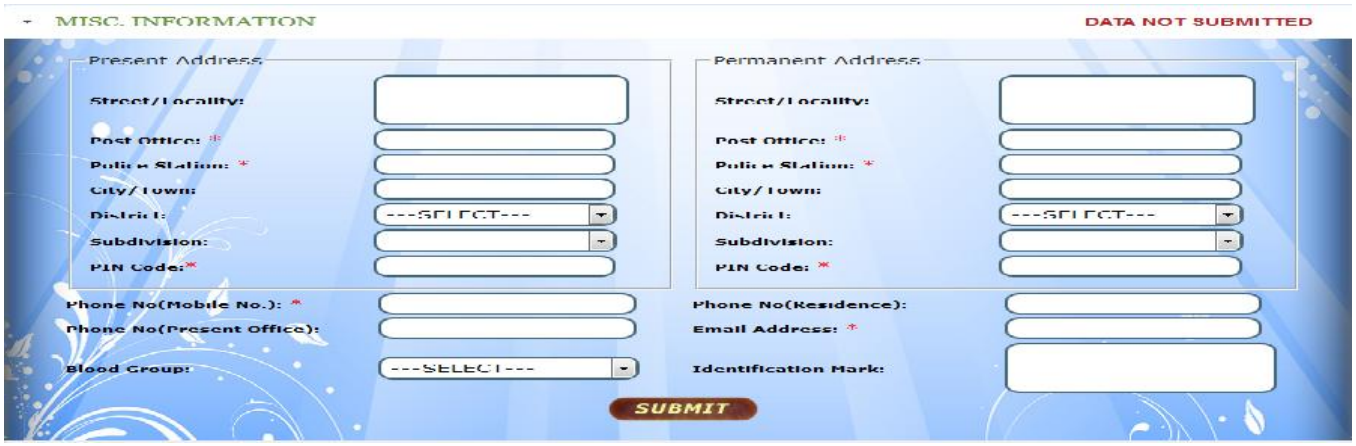
(2.3.C) Other Information:-

This page contains other service particulars of the officer. This page will be displayed as follows:

Fill up **Personal File No. (Mandatory)** & **Leave File No.(Optional)** if not already filled up by the department. Fill up other particulars on this page and click on to "Submit". If the Officer concerned does not know his/her Leave File No. then keep it blank.

(2.3.D) Miscellaneous Information:-

This page is about your personal address, telephone and other details. Please provide your correct and valid Email Id and Mobile No. to enable us to contact you. Page will be displayed as below:



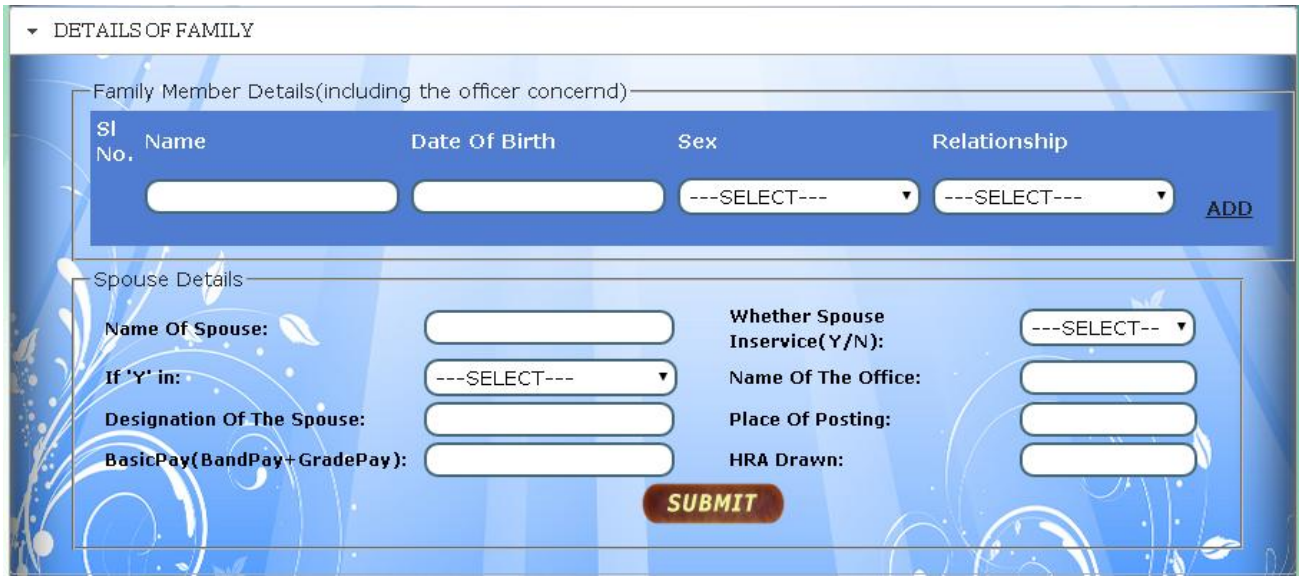
(2.3.E) Educational Qualification:-

Fill up your education qualification from graduation onwards and details of training programme attended during your service tenure. Click on "Add" button to add qualification or proceed to next page

.

(2.3.F) Details of Family:-

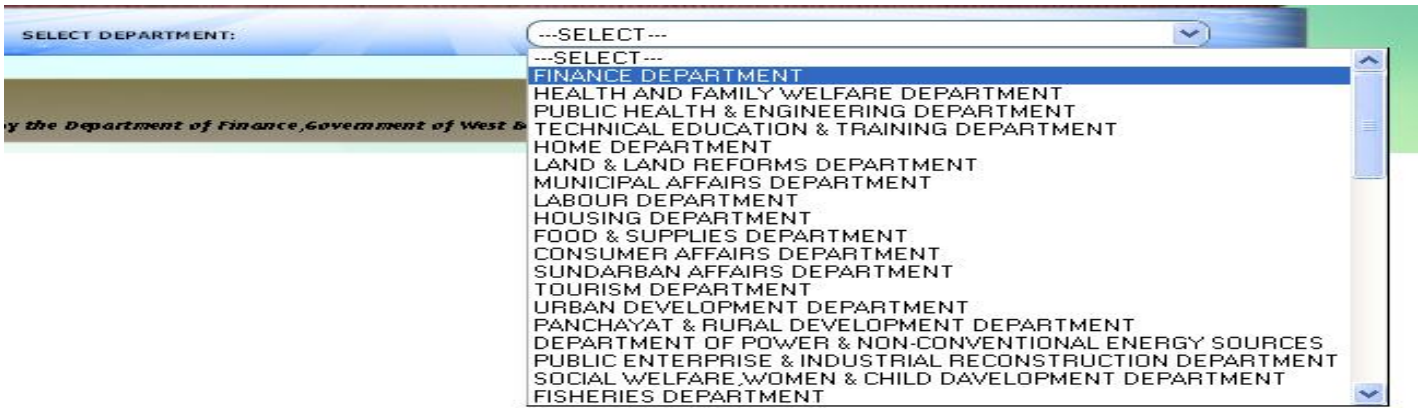
Provide relevant information in respect of family members and detailed information in respect of employment of spouse if applicable.



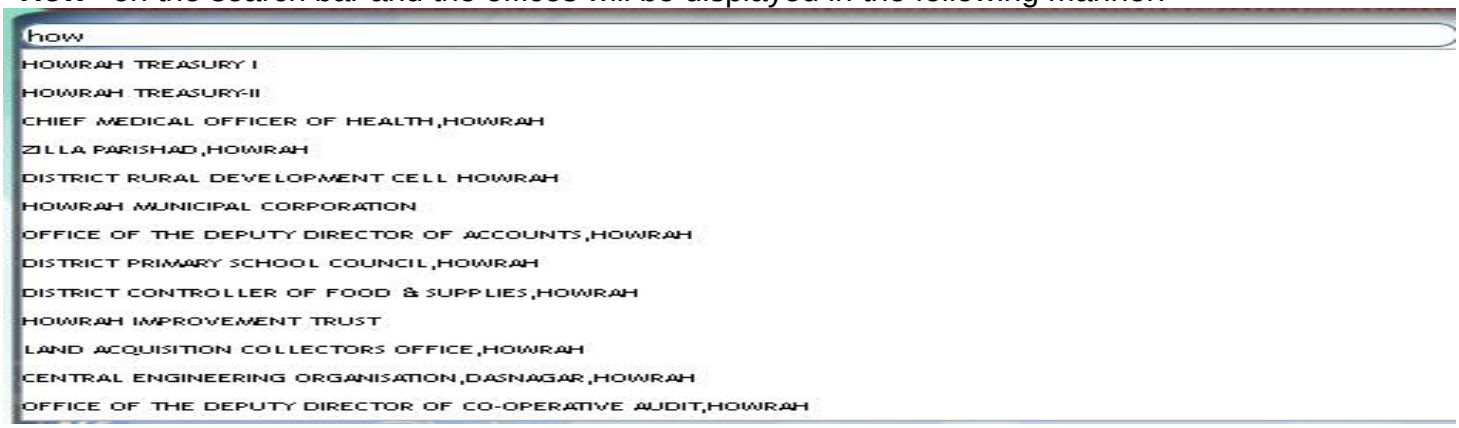
(2.3.G) Posting History of the Officer:-

This page contains a descriptive account of details of official assignments in different capacity right from the time joining in the service as “Trainee Reserve”. To fill up this page follow the same procedure as has been described in Step No.1 to 10 under **Method A** of “Present Posting Details”. After completing one row click on “Add” button to move to next row or exit from the page. Also mention relevant G.O. No. and Date in respect of different official assignments. This page will be displayed as follows:

Alternatively, click on the image link and the page will be redirected to a new page wherefrom the officer is required to choose the administrative department of past postings from the dropdown list which will appear as follows:



Alternatively, officers may search office by using “Search My Office” option available under “Search & Find” menu. Upon clicking on the “Search My Office” the search engine will appear on the screen. Officer concerned has to type the name of the office slowly; e. g. for offices in Howrah District HQ type **“How”** on the search bar and the offices will be displayed in the following manner:



Depending upon such selection/search results as the case may be all offices under particular department/search criteria will be displayed page wise along with relevant details. Officer concerned need to select the post corresponding to the office by clicking on **“Submit to Posting History”. Posting History** of the officer will be selected automatically.

Thereafter, put information on “Posting From Date”, “Posting to Date”, relevant G.O. No. , Date and click on “Add” button to save information given and proceed to record next posting. Also provide information on Additional Charges and Scale Linked Designation (if any) during the period.
Before filling up this page please make sure that you have relevant information ready beforehand.

(2.3.H) Officers’ Training Details:

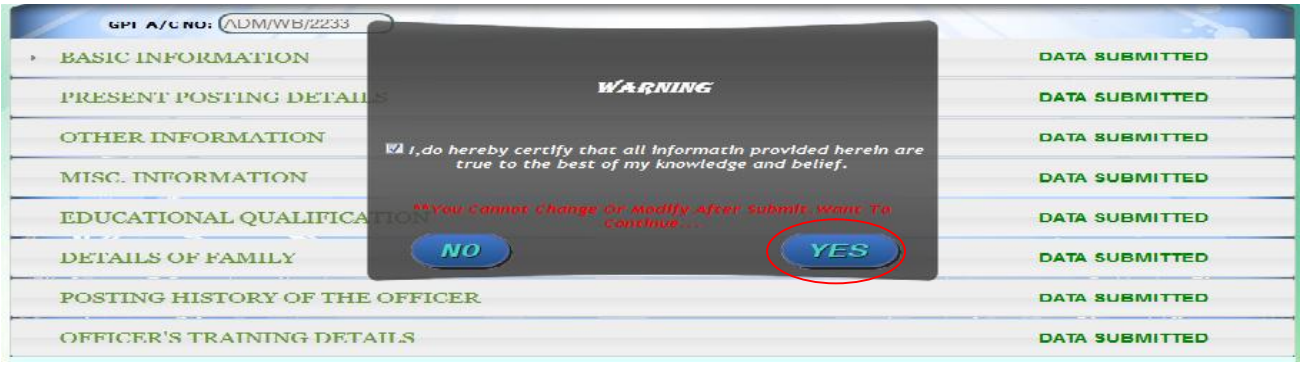
This page contains a detailed list of different training programme(s) attended by the officer concerned in different capacity throughout the service life. The page will be displayed as below :

Indicate the time period of training programme , name of the institute which organized the training programme, city and duration of programme in weeks. Click on “Add” button to insert a new row or proceed to exit.

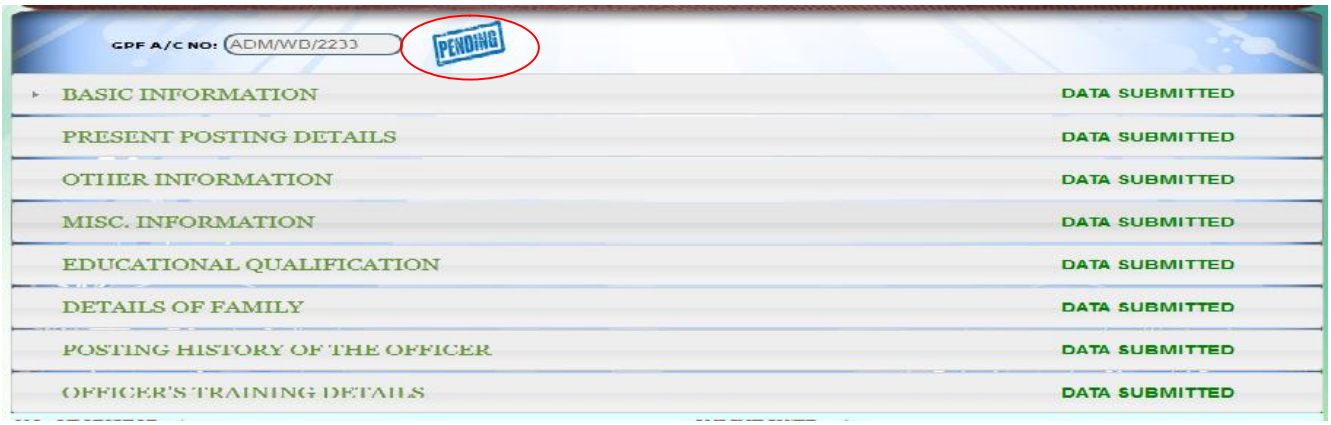
(2.4)Submit Profile for Verification:-

After completion of all necessary entries & checking of page status(Data submitted in green) in respect of each page click on **“Submit for Verification”** button at the top right corner of the page.

A “Warning” popup menu will appear and after clicking on the check box besides the declaration & yes button it will be submitted to SRMS Cell for verification.



After submission of Profile Verification Request “Pending” status of Profile Verification will be shown at the top of the page as displayed below:



Upon verification of profile information by the SRMS Cell the officer concerned will receive one email & sms to the registered email id and mobile no. confirming such verification. Please note that the Profile Information cannot be edited/ modified after submission of verification request. In case Verification request is not accepted by the SRMS Cell then the officer concerned will be asked to provide further details/information as required for further action through email.