

Government of West Bengal
Finance Department
Audit Branch
Nabanna, Howrah

No. 835-F(e-Gov)

Dated 28th 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 20th 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.



Additional Chief Secretary to the
Government of West Bengal,

No. 835-F(e-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, 5th 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 Kharak 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, 5th & 6th 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