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GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DEPARTMENT  
JALASAMPAD BHAVAN (3<sup>rd</sup> FLOOR)  
BIDHANNAGAR, KOLKATA-700091.

Memo : 1750 - IE / 3M - 19/2017.

Kolkata, dated : 1<sup>st</sup> of July, 2019.

Memorandum

Sub : Circulation of memo(s) / order(s) related to Human Resource Management System (HRMS) –  
**Updating physical Service Book for implementation of online e-Service Book.**

The undersigned is directed to forward the memo bearing no. **1880 - F (Y)** dtd. **25.03.2019** issued by Finance Dept. and to inform that the introduction of online e-Service Book was under consideration which entails automatic updation and necessary changes in service records of an employee as a part of **Human Resource Management System (HRMS)**.

**To maintain integrity of the data in the e-Service Book, the physical service book needs to be updated and all data needs to be thoroughly checked by the Custodian of the service book(s) before being entered as legacy details in e-Service Book.**

The Dept. intends to recruit an organization to accomplish this task individually in a distributed manner division-wise of migration towards e-Service Book. The undersigned is thus further directed to send herewith a Division-wise staff strength in **Annexure-I** as is available with the Dept (Copy enclosed).

Accordingly, Chief Engineer(s) are requested to instruct each Custodians of employee service-books within their respective jurisdictions to get **an updated report division-wise through addition/alteration for the total no. of staff strength division-wise under their custody** which in turn may be compiled at their end and Chief Engineers may send a report to the Dept. at an early date for further necessary action at this end.

- Sd /- A. Sengupta  
Joint Secretary to the Government of West Bengal

Memo : 1750 / 1 (14) - IE

Dated : 1<sup>st</sup> of July, 2019.

Copy forwarded for information and necessary action to :-

1. Pvt. Secy. to Hon'ble Minister-in-Council, I. & W. Dept.
2. Sr. P.S. to Additional Chief Secretary, I. & W. Dept.
3. P.S. to Secretary, I. & W. Dept.
- 4.-12. All Chief Engineer (s), I. & W. Dte.
13. The Executive Engineer, DVC Study Cell & Nodal Officer e-Governance, I. & W. Department,  
- He is requested to upload all the enclosure in the Departmental Website.
14. The Assistant Secretary, I. & W. Dept.

Encl. : Memo no. 1880 - F(Y) dtd. 25.03.2019.  
Annexure – I

  
Joint Secretary to the Government of West Bengal