

Government of West Bengal
Finance Department
NABANNA 12th Floor
325 Sarat Chandra Chatterjee Road, Howrah – 711102.
Email:-lfms-wb@gov.in

No: 7906-F (Y)

Date: 22.12.2017

To,
The Principal Secretary,
_____Department

From,
Joint Secretary to the Government of West Bengal
Finance Department
Government of West Bengal

Sub:-Suggestions on Draft Service Book

Sir,

The State Government in Finance Department has constituted a Committee with representatives of select Departments for revising the format of Service Book for the purpose of development of e-Service Book in IFMS-HRMS. The draft format of the Service Book as proposed by the Committee is enclosed herewith.

You are requested to kindly give your views/comments/suggestions, if any, to the Finance Department on the draft Service Book within 15 days.

Thanking you,

Yours faithfully,

Dated: 22/12/2017

Enclosure: As stated


Joint Secretary,
Finance Department
22/12/17



Government of West Bengal

Service Book

DRAFT

Name Surname	
1234567890	

Employee Basic Details

Name of the Employee	
Unique ID No.	
Father's Name	
Mother's Name	
Permanent Address	
Present Address	
Date of Birth	
Documentary Evidence in Support of DOB	
Date of Superannuation	
Educational Qualification	1. 2. 3.
Nationality	
Religion	
Gender	
Category	
Marital Status	
Name of Spouse	
Previous Name of employee, if any	

GPF / PRAN No.	
AN No.	
AADHAAR No.	
Contact/Mobile No.	
Email Id.	
Blood Group	
Height	
Personal identification Mark	
Employee Status	In service/Retired/Expired

Family Details

Name	Relationship	Date of Birth	Marital Status	Details of employment, if any

Nomination details:

For GPF

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor , then name of legal guardian	%age of share

For GISS

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor , then name of legal guardian	%age of share

For Gratuity

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor, then name of legal guardian	%age share of

Appointment Details (In chronological order)

Appointment Order No. & Date	Parent Department	Cadre in which appointment is made	Group	Post	Designation	Date of Joining in Service

Date of Confirmation	G.O. No and Date for Confirmation	Mode of Recruitment	Scale of Pay	Year of Allotment	Unique ID No. of corresponding Service, if any	Remarks

Posting History

Post	Designation	Posting Order No./ And Date	Head of Office Details	Whether Substantive / Officiating / Additional	Release Order No. and Date	Date of Release and time (FN/AN)

Scale of Pay	Band Pay + Grade Pay / Basic	Nature of Joining (New Appointment/ Promotion/ Transfer)	Joining Order No. and Date	Date of Joining in Present Post

Promotion History

Type of Promotion	Date of Effect	From Pay Scale/ Pay Band	To Pay Scale/ Pay Band	Order No. and date	Date of Option for Pay Fixation	Remarks

Pay Scale Details

Scale of Pay/Pay Band	Date of Notional Effect	Date of Actual Effect	Order No. and Date

Reason for change of Pay Scale	Basic Pay(in case of Pay Band, BP & GP should be shown separately)	Remarks

Increment Details

Date of Effect	Scale of Pay/Pay Band	Increment Amount (Rs.)	Order No. and Date, if any	Remarks, if any

Service Verification Details

From	To	Name of Office where posted	Service Verification done on the basis of Acquittance Roll or any other records	Memo No. and Date, if any

GISS Details

From	To	Name of Office where posted	GISS Scale	Subscription (Insurance)

Subscription (Savings)	Memo No. & Date, if any

Leave Details

Type of Leave	No of Days of leave	From Date	To Date	Balance of Leave

Sanction Order No. &
Date, if any

TC/LTC/HTC Details

Order No. and Date	From To	Place Visited	Block Period	Sanctioned Amount

Departmental Proceeding

Date when DP started	Order No. and Date	Whether DP concluded (Y/N)	Final Order no. & Date	Details of final order

Details of Suspension, if any

Date of Suspension	Suspension Order No. and Date	Reason for suspension

Percentage of Subsistence Allowance	Date of Effect of Subsistence Allowance	Order No. and Date	Remarks

Date of Revocation, if any	Revocation Order No. and date	Remarks

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Award / Reward Details

Name of the Award/Reward	Name of the granting Authority/Body	Order No. and Date, if any	Type of Award /Reward (Monetary/Certificate/Citation, others)	Amount, If monetary award / reward	Remarks

Publication Details

Subject of Publication	Date of Publication	Name of the Book/ Journal	Details of Publication House	Remarks

Training Details

Name of the Training	Name of the Institution	From Date And To date	Category (Induction /In-service/ Foreign etc.)	Order No. and Date , if any	Remarks

Foreign Service details

Name of borrowing authority	Name of post	Date of joining	Order No. & date	Pay	Deputation Allowance, if any	Date of release from foreign service

Details of Foreign Service contribution

Period From and To	Amount	Type of contribution (Pension/Leave Salary)	Payment details
From: To:			1. Challan No. & date

DRAFT