

Government of West Bengal  
Food & Supplies Department  
11A, Mirza Ghalib Street, Kolkata-70087

No. 480 –CON/FS

Dated, Kolkata, 2<sup>nd</sup> June, 2021

FS/O/CON/GP/4M-01/2021

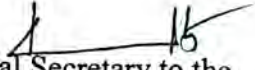
NOTIFICATION

**Sub : Introduction of Service Record Monitoring System**

Food & Supplies Department has developed a Web Based Solution namely “**Service Record Monitoring System**” for Constituted Cadre officers of “**West Bengal Food & Supplies Services**” under URL <https://food.wb.gov.in/SRMS>.

1. Implementation of SRMS application / portal would facilitate maintenance and management of service-related records in respect of WBF&SS cadre officers in a systematic manner. It is therefore imperative that creation of comprehensive database in respect of WBF&SS officers enveloping all essential information is necessary for proper functioning of SRMS portal.
2. Accordingly, all officers of WBF&SS 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 URL <https://food.wb.gov.in/SRMS> immediately.
3. The Login ID of the officer is the HRMS ID and the default password will be shared through SMS in the mobile No. provided for salary / HRMS. They are advised to change the password after first login.
4. All information should be mandatorily provided within 20.06.2021 without fail.
5. For any assistance in this regard Minhajur Rahman, WBF&SS, Assistant Director (IT), F&S Deptt. (Mob : 8348289901, Email- [srmsfswb@gmail.com](mailto:srmsfswb@gmail.com)) may be contacted.
6. Deputy Secretary in charge of the Con (GP Cell) shall be the Nodal Officer of the SRMS.
7. All WBF&SS officers are directed to ensure strict compliance accordingly.
8. Similar facility is being developed for Sub-ordinate service and UDA /LDA cadre of the Department and Directorates. They all are also requested to remain ready with the details of their service records.

Encl: SRMS Guidelines.

  
Special Secretary to the  
Government of West Bengal

No. 480 –CON/FS

Dated, Kolkata, 2<sup>nd</sup> June, 2021

FS/O/CON/GP/4M-01/2021

Copy forwarded for information and necessary action to :

1. The Managing Director, WBECSC Ltd.
2. The Managing Director, WBSWC
3. The Director, Dte. of DDP&S, F&S Deptt.
4. The Director, Dte. of Rationing, F&S Deptt.
5. The Director, Dte. of Finance, F&S Deptt.
6. The Director, Dte. of Transportation, F&S Deptt.
7. The Director, Dte. of Storage, F&S Deptt.
8. The Director, Dte. of Consumer Goods, F&S Deptt.
9. The Director, Dte. of Textiles & PDS, F&S Deptt.
10. The Director, Dte. of Statistics, F&S Deptt.
11. The Director, Dte. of I&QC, F&S Deptt.
12. The Director, Dte. of NCEC, F&S Deptt.


  
Special Secretary to the  
Government of West Bengal

## SRMS Guidelines

Reference Notification No. 480 –CON/FS dt. 2<sup>nd</sup> June, 2021

The basic aim for this module is to have an updated position of human resource management for West Bengal Food & Supplies Service Officers. It will provide real time position of officers in place, their demographic details, previous postings and present postings, vacant posts etc, which will help administration to take decisions faster.

1. HRMS ID of the employee will be the User ID.
2. The default password will be shared through SMS in the Mobile No. of the employee provided for salary / HRMS.
3. Login using the User ID and default password.
4. Change the password at the first login itself.
5. Enter all the particulars and details of himself / herself within 15 days.
6. Officer has to ensure that information, details, spelling and dates are correct in all aspect and shall enter them correctly and check carefully before submitting and then submit.
7. After first entry by the officer, CON (GP) Cell of the department will validate the entries and make necessary corrections, if required, from the login of Dy. Secretary, CON (GP) Cell. This process shall be completed within 25 June, 2021.
8. Officer has to update his / her service details as and when applicable.
9. Joining report must be generated from this module only.
10. All MIS will be available at DCFS, DDR, all HOOs, Directors, and Department as per their jurisdiction.
11. Training will be scheduled shortly.
12. Minhajur Rahaman, Assistant Director and OSD IT Cell (+918348289901) will render all necessary support and guidance as may be required initially.
13. Dedicated email ID for SRMS related issues : [srmsfswb@gmail.com](mailto:srmsfswb@gmail.com). Please send your problems/ issues, if any, in detail through email.

  
Special Secretary  
to the Govt. of West Bengal  
Food & Supplies Department