

Guidelines for Custodian of e-Service Book.



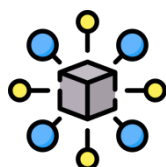
Concept of Custodian of Service Book

In terms of Rule 38 of Appendix 7 of WBSR Part -I the Service Book of a Government employee shall be kept in the custody of the Head of the Office where the Government employee is serving and shall be transferred with him from office to office. In case of WBCS (Exe.) and WBPS cadres the service records shall, however, be maintained centrally by respective Cadre Controlling Authorities. There are orders for certain other cadres like WBA&AS etc. where the service books shall be kept centrally with the Cadre Controlling Authority. Hence as per existing rules and orders Service Book shall be kept with either Cadre Controlling Authority(CCA) or Head of Office (HOO), as the case may be, based on which modes of custody of Service Books may be: -



A. Centralised mode of custody of Service Books: -

- a) To be kept with the Cadre Controlling Authority
- b) To be kept with any other authority as nominated by the Cadre Controlling Authority



B. Decentralised mode of custody of Service Books

- a) To be kept with the Head of Office where the employee is posted.
- b) For the Heads of Offices, to be kept with his immediate superior.
- c) To be kept with any other authority as nominated by the Head of Office

The authority with whom the Service Book is kept shall be the **Custodian of Service**



Role of the Custodian of Service Book: -

Scanning and uploading of Service Book by the **Custodian of Service Book:**

1. The custodian of Service Book shall make arrangement to scan and upload the original physical copy of the Service Book from the login of the operator (created by the Head of Office (HOO) / the Officer nominated as Approver by the HOO / Delegated HOO) of the custodian of physical Service Book. Such uploaded copy of original physical copy of Service Book shall be available to the employee in his/her e-Services for employees (eSE) login. The facility for uploading of scanned copy of updated physical Service Book shall be available in HRMS form.



The scan should be made in .pdf



format only and in 200 dpi, gray scale mode.

- At the time of scanning and saving scanned copies please maintain the sequence of running page numbers of original service book and give file name as: "HRMS ID_Part/file No. of Service Book". One part/file may contain scan copy of one or more than one page of service book up to maximum 2MB. For example, if the HRMS ID of an employee is 2005005925 and the number of parts/files of scanned copy of service book is 3, the names of the files at the time of saving should be

2005005925_1	2005006925_2	2005006925_3
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- The total file size considering all the parts/pdf files should not exceed 10MB.
- The system shall allow maximum five parts/.pdf files for uploading.
- Uploaded files can be downloaded (in merged files according to the sequence of file no./name as per point no. 2), modified and deleted.



If any ambiguity is found in the service records of the employee, the original and duplicate physical Service Book should be rectified accordingly before starting online entry in e-Service Book.

As per FD memo number 1880-F(Y) dated 25.03.2019 the updated copies of 'Duplicate copies of Service Books' should have already been made available to the employees. An authenticated photocopy of original physical Service Book may also be considered as 'Duplicate copy of Service Book' only for the purpose of making initial entries by the employees.



More options will soon be made available in the login of Custodian for performing functions like accessing/approving approval to the e-Service Books forwarded by the employees. The custodian will be able to make entries for e-Service Book on behalf of the employee.



In case of any clarification or query please mail at ifms.servicebook@gmail.com. Please provide your Office Name and Contact No.