

Government of West Bengal
eGovernance Group, Finance Department
NABANNA, 12th Floor
325 Sarat Chandra Chatterjee Road, Howrah – 711102.

No. 1675 -F(eGov)

Dated: 05th April, 2023

To

The Addl. Chief Secretary/Principal Secretary/Secretary/District Magistrate & Collector
.....Department/District.

Sub: Training Program on "eService Book" and "Compassionate Employment" of HRMS

Sir/Madam,

You are aware that the Finance Department of Govt. of West Bengal is implementing WBIFMS phase-wise throughout the State. Presently, "**Workflow Chain**", "**Approval of eService Book**" (vide order no. 1303-F(e-Gov) dated 21/03/2023) and "**Compassionate Employment**" have been developed and deployed in HRMS module of WBIFMS.

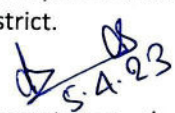
The eService Book is going to be a game changer towards establishing a fully automated Human Resource Management System (HRMS) covering all state Government employees so that all records of service starting from "recruitment to retirement", as are entered in the physical Service Book, are captured in its digital form through automatic updation based on the outputs of the above stated Sub-Modules. The online Service Book for State Government employees in HRMS has already been introduced vide Order No 6000-F(Y) dated. 05.11.2019, read with Order no. 1880-F(Y) dated 25/03/2019 regarding updation of Physical service Book for its digitization.

"Compassionate Employment" due to "Died-in-harness", "Permanent Incapacitation", and "Missing Employee" categories with self-registration facility for the eligible applicant, online process flow (i.e., from Application to Appointment Order generation), viewing Application status online on real time basis and to enter and process the pending cases on compassionate ground (i.e., legacy data entry) etc. have been developed in HRMS.

Finance Department, Government of west Bengal has decided to impart intensive training to the nodal officers of all departments as well as to all Districts for their smooth implementation all throughout the state.

Therefore, I request you to nominate **(04) four officials from you Department, and (08) eight officials from your District (i.e., Various offices including District Magistrate office under such District)**, conversant with Service Book and Compassionate Employment to attend the training. These officials will act as Master Trainers for the Department/District concerned. The **Training on "Workflow chain", "eService Book Approval", and "Compassionate Employment" will be held on and from 10th April, 2023 at Netaji Subhas Administrative Training Institute (former name "ATI"), Salt Lake (Schedule of Training Programme is attached herewith).**

I request you to provide required assistance and monitor the progress for smooth implementation of eService Book and Compassionate Employment sub-modules in your Department/District.


Special Secretary to the
Government of West Bengal

Copy forwarded for kind information and necessary action to

- 1) The Chief Secretary to the Govt. of West Bengal
- 2) The Director, Directorate
- 3) The Commissioner, Commissionerate
- 4) The District Magistrate
- 5) The Sub-Divisional Officer.....
- 6) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.

A handwritten signature in blue ink, followed by the date '5-4-23' written in blue ink.

Special Secretary to the
Government of West Bengal

Training Schedule

Training Schedule of eService Book and Compassionate Employment under HRMS Module of WBiFMS

Sl No	Date	Time	Name of the Departments / Districts
1	10-04-23	10.30 a.m. to 1.30 p.m.	Chief Minister's Office, Home and Hill Affairs, Labour, Programme Monitoring, Agriculture, Agricultural Marketing, Animal Resources Development, Science and Technology and Bio-Technology, Housing, Judicial, Information and Cultural Affairs.
		2.30 p.m. to 5.30 p.m.	Backward Classes Welfare, Disaster Management and Civil Defense, Co-operation, Consumer Affairs, Paschimanchal Unnayan Affairs, Woman & Child Development and Social Welfare, Industry, Commerce and Enterprises, Correctional Administration, Fisheries.
2	11-04-23	10.30 a.m. to 1.30 p.m.	Fire and Emergency Services, Food and Supplies, Food Processing Industry and Horticulture, Sunderban Affairs, Legislative Assembly Secretariat, Transport, Information Technology and Electronics, Governor's Secretariat, Irrigation and Waterways, Youth Services & Sports, Environment.
		2.30 p.m. to 5.30 p.m.	Law Department, Mass Education Extension and Library Services, Higher Education, Technical Education, Training & Skill Development, Micro, Small & Medium Enterprises and Textiles, Minority Affairs and Madrasah Education, Urban Development and Municipal Affairs, North Bengal Development, Tribal Development.
3	12-04-23	10.30 a.m. to 1.30 p.m.	Panchayats and Rural Development, Parliamentary Affairs, Planning and Statistics, Power, Non-Conventional and Renewable Energy Resources, Tourism, Public enterprises and Industrial Reconstruction, Public Health Engineering, Public Works Department, Self Help Group & Self-Employment.
		2.30 p.m. to 5.30 p.m.	Land & Land Reforms and Refugee Relief and Rehabilitation, School Education, Personnel and Administrative Reforms, Forests, Water Resources Investigation & Development, Finance, Health and Family Welfare.
4	13-04-23	10.30 a.m. to 1.30 p.m.	North 24 Parganas, Howrah, Hooghly, South 24 Parganas, Nadia.
		2.30 p.m. to 5.30 p.m.	Bankura, Birbhum, Purulia, Jhargram, Murshidabad, Paschim Medinipur.
5	18-04-23	10.30 a.m. to 1.30 p.m.	Purba Burdwan, Maldah, Uttar Dinajpur, Dakshin Dinajpur, Jalpaiguri, Purba Medinipur.
		2.30 p.m. to 5.30 p.m.	Paschim Burdwan, Alipurduar, Coochbehar, Darjeeling, Kalimpong .