

Government of Odisha
General Administration and Public Grievance Department

No. 32729/Gen.
GAD-SC-ESTT-0001-2021

Bhubaneswar, dated the 7th December, 2021

From

Sri Ganesh Chandra Patra
Additional Secretary to Government

To

All Departments
All HoDs
All Collectors

Sub: Handling of service book online in eSB module from 01.01.2022 onwards

In inviting reference to the above cited subject, I am directed to say that the department wise overall completion status of e-SB updation process as on 6th December, 2021 is approximately 95%.

Nodal officers of all Departments and Districts are requested to complete updating service books in all respect within 21st December, 2021 sparing one week time for corrections (if any) and necessary readiness to start online transaction w.e.f. 01.01.2022. The eSBs of the employees retiring in December, 2021, if not updated, need to be updated first so that pension for the employee can be sanctioned online in time.

It was communicated in this department letter no. 26371 dated 30.09.2021 that delay in the updation process would attract penalties in terms of non-drawal of salary. Since 8 months have been passed and time period to update service book data has been extended several times, it is once again communicated that salaries of the officers dealing with establishment matters including the head of office of all the defaulting departments shall not be drawn if the updation work is not completed by 21st of December 2021.

It has been decided to discontinue manual handling of Service Books and to carry out all the transactions for different activities relating to service condition of the Government employees online in HRMS which will be automatically updated in the eSB w.e.f. 01.01.2022.

It is requested that the A/Ds may take all possible measures to complete updating service book data within the extended period positively and shift to eSB .


7.12.2021
Additional Secretary to Govt.