

Tutorial Regarding “e-Service Book”

As per G.O.(P)No.118/2021/Fin. Dated: 17/08/202. In order to ensure the accuracy & precision of service records, Government have given approval in principle for launching e-Service Book for Gazetted and Non Gazetted Employees of State Government instead of Physical Service Book. Thereby SPARK PMU was entrusted with the development of module for the e-Service Book.

E-service books :

- Aimed at paperless governance and effective human resource management.
- Service records which were earlier documented in paper files will now be available online.
- For employees and heads of departments, the service book is a crucial document. All data associated with the service of government staff is recorded in the service book. Right from the date of joining of an employee to promotions, increment, transfers, departmental action, pay scale, leave and other service matters are included in the service book.
- In the event of shifting of an employee from one department to another, the service book would be sent online to the new office

➔ Government have examined the matter in detail and are pleased to adopt e-Service Book to all Gazetted and Non Gazetted Employees of State Government with effect from the date of this order subject to the following conditions:

Every change of pay due to increment, promotion, grade, degradation, etc. from 01/09/2021 has to be entered in eService Book/ physical Service Book, as the case may be and for this purpose, employees are categorized as follows:

Category A: (Entry in service on or after 01/01/2021) eService Book is mandatory. The physical Service Book opened (if any) shall stand cancelled.

Category B: (Retiring on or before 31/12/2023) Physical service book shall be maintained.

Category C: (Employees not included in the A and B categories mentioned above) - Physical Service Book shall be continued along with eService Book, until further orders issued

⚠ The e Service Book shall not be mandatory for the employees of category 'B' above.

⚠ All DDOs should ensure that all the information/ data in the Physical Service Book of Category C Employees have been entered in their e- Service Book on or before 31/12/2022.

Via INDIVIDUAL LOGIN:

All employees having individual login can access the e-Service Book. For this login is to be created by all employees by updating their correct mobile, e-mail and other details in SPARK by requesting with the DDOs concerned. Employees can also login in SPARK to verify such details.

Individual login >> Service matters>> view e-service book Ref fig: 1



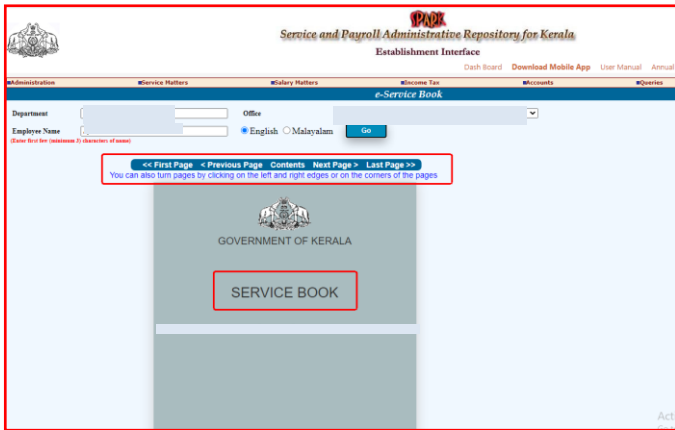
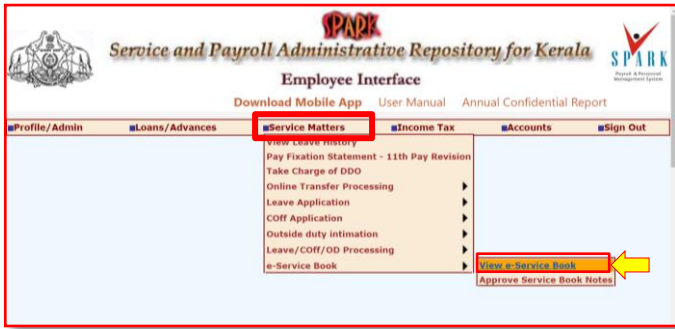


Fig: 1

Via DDO LOGIN:

STEP 1) Via DDO login, the e-service book of the employee under the concerned office can be viewed.

DDO login >> Service matters>> view e-service book Ref fig: 2

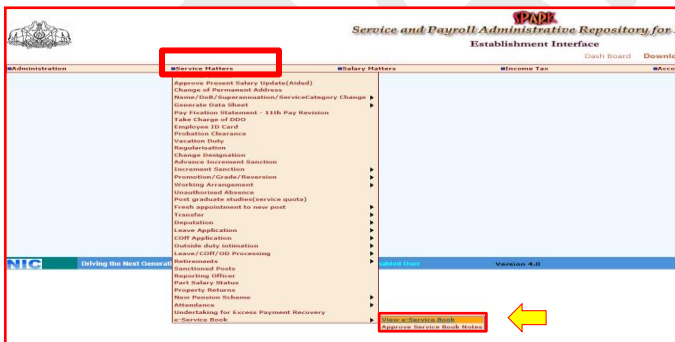


Fig: 2

STEP 2) Enter: Department, Office, Employee name (Enter first few (minimum 3) characters of name). And click on "GO button" Ref fig: 3



Fig: 3

STEP 3) Service book can be viewed in either "English or Malayalam" format Ref fig: 4

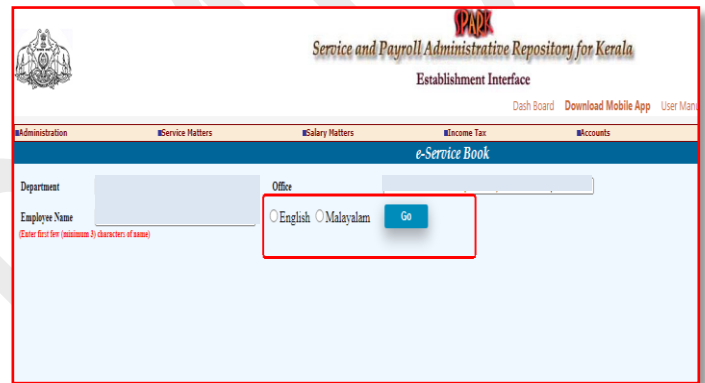


Fig: 4

STEP 4) Service book pages can be turned by either using << First Page < Previous Page Contents Next Page > Last Page >> Option

Or by clicking on the left and right edges or on the corners of the pages Ref fig: 5



Fig: 5

STEP 5) Various Service related details as updated in SPARK profile will be displayed in a digital format. Ref fig: 6

INDEX

Sl. No.	Particulars	Page
1	PART A Personal Information	1-2
2	PART B Educational Qualification	2-5
3	PART C Family Details	6
4	PART D Details of Advice & appointment	7-8
5	PART E Details of Probation	9
6	PART F Details of Nominations	10
7	PART H Details of allowances	11-16
8	2 Rent Recovery	17
9	3	18
10	4 Details of Loans and Advances	19-21
11	11 A Previous Qualifying Service	22
12	C Period of Dis non	23
13	D Period of Unauthorised Absence	24
14	E(i) Foreign Service	25
15	History and Verification of Service	26
16	- (General Instructions)	28-29
17	Service history based on Transfer	30
18	Service history based on Promotion	31
19	Service history based on Increment	32
20	AD Slip details	33
21	CTC Details of Leave	34
22	IV Details of Disciplinary Proceedings	35
23	V Details of Resignation Dismissal and Removal etc.	37
24	Memorandum of Verification of Service	38-39
25	VI A Earned Leave	40-41
26	B Half Pay Leave	42-43
27	C Leave Without Allowance	44
28	VII Government liability of an employee	45
29	VIII Audit/Inspection Report	46
30	X Retirement Details	47
31	X Pensionary Benefits Admitted	48

SERVICE HISTORY BASED ON TRANSFER							SERVICE HISTORY BASED ON PROMOTION															
Sl. No	Relieve date	Transfer Order No.	Transfer Date	To Department	To office	Remarks	Sl. No	From Designation	To Designation	From date	From To	Order No	Order Date	Remarks	Sl. No	From Designation	To Designation	From date	From To	Order No	Order Date	Remarks
							1	Under Secretary	Secretary	01/04/2018	01/04/2018	174/2018/AD	08/09/2018	Under	2	Under Secretary	Secretary	08/09/2018	08/09/2018	174/2018/AD	08/09/2018	Under
							2	Deputy Secretary	Secretary	08/01/2022	08/01/2022	2/2022	08/01/2022	Under	3	Deputy Secretary	Secretary	08/01/2022	08/01/2022	2/2022	08/01/2022	Under

Fig: 6

STEP 6) Mentioned Documents uploaded in SPARK module can be viewed and downloaded from e-service book. Ref fig: 7

1. Medical certificate (for PH)
2. Upload SSLC/any School Living certificate - (for Name related)
3. Upload municipal Authority certificate - (for Address change)
4. Upload Appointment order -- NPS
5. Certificates of Awards
6. Document of suspension -- Upload Order
7. Certificate of retirement- Upload Order
8. Option include in Family details -PH, Adopted
9. NPS scheme added in retirement

Medical certificate (for PH)

Employee Details

Personal memoranda

Departmental Gen. No. if any

Physically handicapped

Upload Appointment order -- NPS

Personal memoranda

Present service details

Department

Office

PRAN (Permanent Retirement Account No.)

Upload Appointment Order

Certificates of Awards

Awards Obtained

Department

District

Office

Nature

Purpose

Upload certificate

Certificate of retirement- Upload Order

Document of suspension -- Upload Order

Fig: 7

STEP 7) Notes can be added in the eService book in text format then approval of the same can be done using DSC. Ref fig: 8

Fig: 8

*******END*******