



**GOVERNMENT OF KERALA**

**Abstract**

Implementation of e-Service Book (e-SB) - Orders issued.

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**FINANCE [PENSION-B] DEPARTMENT**

**G.O.(P)No.118/2021/Fin. Dated, Thiruvananthapuram, 17/08/2021**

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Read:- (i) G.O.(P)No.152/2019/Fin dated 06/11/2019.

(ii) Minutes of the meeting held on 31/05/ 2021 to review online services in Government of Kerala .

**ORDER**

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 vide order read (i) above. As per this order Manager, SPARK PMU was entrusted with the development of module for the e-Service Book. Now, in the meeting chaired by Chief Secretary held on 31/05/2021 to review online services in Government of Kerala, the Manager, SPARK has informed that e-Service Book is ready for implementation. Vide minutes read (ii) above, the Committee for review online services in Government of Kerala has recommended to issue orders for adopting e-Service Book.

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 e-Service 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)- e-Service Book is mandatory. The physical Service Book opened (if any) shall stands 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 e-Service 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 has been entered in their e- Service Book on or before 31/12/2022.
- The employees can view the e- Service Book through their Spark Login under menu "service details". 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. Complaints, if any, may be forwarded to the DDO concerned, as early as possible. Employees can also login in SPARK to verify such details.
- A detailed tutorial on how to use this module will be updated by SPARK, PMU in the website [www.info.spark.gov.in](http://www.info.spark.gov.in)
- Finance department shall conduct a periodical review meeting bimonthly for evaluating the progress of e-Service Book.
- Finance (Pension-B) Department shall be deemed as the Nodal Department of e-Service Book .
- Detailed guidelines to DDO on maintaining e-Service Book and necessary amendments to the KSRs Part III, will be issued separately.

(By order of the Governor)

**RAJESH KUMAR SINGH IAS**

ADDITIONAL CHIEF SECRETARY (FINANCE)

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.

The Accountant General (Audit-II), Kerala, Thiruvananthapuram.

All Heads of Departments and Offices.

All Departments (All Sections) of the Secretariat including Law Department.

The Advocate General, Kerala, Ernakulam.

The Secretary, Kerala Public Service Commission, Thiruvananthapuram  
(with C.L).  
The Registrar, High Court, Ernakulam (with CL)  
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram  
(with C.L)  
All Additional Chief Secretaries/All Principal Secretaries/Secretaries/Special  
Secretaries/Additional Secretaries/ Joint Secretaries/ Deputy Secretaries/  
Under Secretaries to Government.  
The Secretary to Governor.  
The Private Secretaries to Speaker, Deputy Speaker, the Leader of  
Opposition and Government Chief Whip.  
The Private Secretaries to Chief Minister and other Ministers.  
The Special Secretary to Chief Secretary.  
The Registrar, Kerala Lok Ayukta, Thiruvananthapuram.  
The Information Officer, Web & New Media ([webprd@kerala.gov.in](mailto:webprd@kerala.gov.in))  
The Director of Public Relations, Thiruvananthapuram for vide publicity  
through visual and print media.  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in) for publishing on the website.  
The State Administrator(PRISM), [info.fin@kerala.gov.in](mailto:info.fin@kerala.gov.in)  
The Finance(SL) Department (SL-3/54/2020-Fin)  
Stock File(vide UO(F):PEN-B3/31/2018-FIN)/Office Copy.

Forwarded/By order



Accounts Officer