



No.28022026-P1(Service book)

Office order

Date: 28.02.2026

Subject: **Committee for the preparation of E-Service Book, pay-fixation & HRMS**

It is hereby informed to all concerned that a committee for the preparation of the E-Service Book is constituted, comprising the following members:

1. Dr.Samir Das, Assistant Professor, CE,, Chairman
2. Smt. Saswati Das, Senior Assistant, Member
3. Sri Dibyendu Tarafdar, Member
4. Sri. Debasish Roy,OS, Member

**Responsibilities:**

1. Dr. Samir Das - to guide, assist and upload the scan copy of E-Service Book and others documents of employee concern in preparation of E-Service Book & pay-fixation
2. Sri Debasish Roy & others – to upload the scan copy of E-Service Book and others documents/to guide & assist employee concern in duplication of Service Book. Additionally, Sri Dibyendu Tarafdar will verify the service records related to HRMS portal.

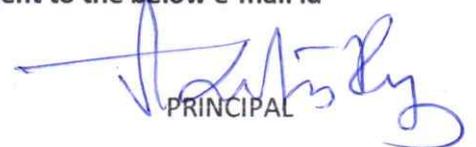
Sd/-  
PRINCIPAL

Jalpaiguri Government Engineering College

**Copy to:**

1. All Heads and Section In-charge
2. Prof. Dr. Pradip Kumar Saha, Dept. of EE: Prof.Saha is requested to be the advisor of the committee member.
3. Dr.Samir Das, Assistant Professor, CE
2. Smt. Saswati Das, Senior Assistant, Member
3. Sri Dibyendu Tarafdar, Member
4. Sri. Debasish Roy,OS, Member
- 5.Office file

**Note: It is hereby requested to all employee concerned to please duplicate your service book and thereafter make a PDF copy of the service book (below 10 MB) and other documents (e.g. date of birth certificate, matriculation certificate, caste certificate, photo and signature(below 2 MB) at the earliest and the scan copy of service book(below 10 MB) may be sent to the below e-mail id with immediate effect to [os@jgec.ac.in](mailto:os@jgec.ac.in)**

  
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