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Manisha Saxena, IAS  
स्थापना अधिकारी एवं अपर सचिव  
Establishment Officer &  
Additional Secretary



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
Government Of India  
Department of Personnel & Training  
Ministry of Personnel, Public  
Grievances and Pensions

D.O. No.5/1/2026-EO (CM-I)

Dear Ma'am / Sir,

Dated: 11.02.2026

As you are aware, the regular updation of Executive Record (ER) Sheets for Indian Administrative Service (IAS) officers is a crucial component of effective personnel management, fundamentally supporting the objective of Good Governance. These ER Sheets are essential documents of IAS officers and play a vital role in managing their placements and future career prospects.

2. To streamline this process, IAS officers have been enabled to update their ER Sheets in real-time and submit them online to the respective Cadre Controlling Authority. The ER Sheet is updated online once the Authority confirms the information uploaded. This functionality is facilitated through a dedicated module available on the SUPREMO portal ([supremo.nic.in](http://supremo.nic.in)), which covers the following key areas:

- i. Posting and work experience.
- ii. Educational Qualifications acquired after entry into service.
- iii. Contact and personal details.
- iv. Awards and Publications.

3. It is a matter of concern, however, that a number of ER sheets remain outstanding for updation by the officers concerned. Furthermore, some finalized sheets are still pending approval from the Cadre Controlling Authorities.

4. To ensure the timely completion of this critical objective, it is kindly requested that all IAS officers within your Cadre be directed to update their ER sheets immediately via the SUPREMO module. Additionally, Nodal officers should be instructed to promptly verify the accuracy of the entries and approve the sheets, preventing any processing delays or "pending queues" within the SUPREMO system. For any technical assistance required, please reach out via email to [socm-dopt@nic.in](mailto:socm-dopt@nic.in) and [helpdesk-dopt@nic.in](mailto:helpdesk-dopt@nic.in) / [persinfotech@nic.in](mailto:persinfotech@nic.in).

5. I would be grateful for your personal attention and an early action in this regard.

With warm regards,

Yours sincerely,

(Manisha Saxena)

Chief Secretaries / Advisors to the Administrators,  
(All State Governments / Union Territories).