

मनीषा सक्सेना, भा.प्र.से.

Manisha Saxena, IAS

स्थापना अधिकारी एवं अपर सचिव

**ESTABLISHMENT OFFICER &
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सत्यमेव जयते

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली-११०००१

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSIONS

NORTH BLOCK, NEW DELHI-110001

D.O. No. 5/1/2024-EO (CM)

Dated: 14.10.2024

Respected Chief Secretary,

As you are aware, regular updation of Executive Record (ER) Sheets of IAS Officers is an essential component of personnel management, in order to achieve the overall objective of Good Governance. ER sheets are crucial documents indicating the profile of IAS officers and play an important role in managing their placements and future career prospects.

2. In order to facilitate the IAS officers to update their ER Sheets on real time basis, they have been allowed to update their ER sheets and submit them online to the Cadre Controlling Authority. Once the Cadre Controlling Authority confirms the information uploaded, the ER Sheet would get updated online. In order to cater to this, a module is available on the SUPREMO portal (<https://supremo.nic.in/>) for officers to update their ER sheets online, inter-alia covering the following:

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

3. However, it is a matter of concern that a number of ER sheets are yet to be updated by the officers concerned and in some cases, those which have been finalized by the officers are yet to be approved by the Cadre Controlling Authorities.

4. Therefore, in order to achieve the objective of updation of ER sheets of IAS officers on SUPREMO, it is requested that the IAS officers in your Cadre may be directed to update their ER sheets immediately using the above module. Further, it is also requested to direct the Nodal officers concerned to promptly check the correctness of the entries made in the ER sheets by the IAS officers and approve them, so that the updated ER sheet gets posted online and there is no pending queue in the SUPREMO. In case of any difficulty, an email may be sent to socm-dopt@nic.in and persinfotech@nic.in.

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

With warm regards,

Yours sincerely,

(Signature)
14.10.2024

(Manisha Saxena)

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