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for Secy DOP

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प्रदीप कुमार त्रिपाठी

P. K. TRIPATHI

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सत्यमेव जयते

(D. B. Gupta)
Chief Secretary



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GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
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SP(A1)

मुख्य सचिव कार्यालय

राजस्थान, जयपुर

प्रति संख्या

दिनांक

D.O. No. 3/1/2015-EO(CM)

Dated: 25.07.2019

Dear Sir,

The need for online updating of the Executive Record (ER) Sheets of IAS officers has been felt for a long time. As you are aware, the ER Sheets are crucial documents indicating the profile of IAS officers and play a role in managing their placements and future career prospects. However, due to lack of information regarding posting/training orders, joining reports etc., the updating of the information often gets delayed, leaving the information on the ER sheets outdated. In order to address this issue, it has been decided to allow officers to update their ER sheets online and submit them online to the Cadre Controlling Authority. Once the Cadre Controlling Authority confirms the information posted, the ER sheet would get updated online.

2. To facilitate the above exercise, a module has now been developed on the SUPREMO for officers to update their ER sheets online covering:

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

The officers can login to the module through the link on Department of Personnel and Training's website by registering themselves using the same email address (eg. xxx@nic.in or xxx@gov.in) which has been used in SPARROW (APAR System). After updating their ER sheets, the officers will submit the same online.

4. Thereafter, the Cadre Authority would check the correctness of the entries on the updated ER sheet and approve the changes online using the same credentials as are used for forwarding the Central Staffing Scheme forms online on SUPREMO. Once the Cadre Controlling Authority approves the changes, the updated ER sheet would be posted online.

5. In order to ensure that the data is corrected without delay, it is requested that the IAS officers in your cadre may be directed to immediately (latest by 13.08.2019) update their ER sheets using the above module. In case of any difficulties, an email may be sent to scm-dopt@nic.in and persinfotech@nic.in.

6. I would seek and appreciate your personal attention and an early action in this matter.

With regards,

Yours sincerely,

(Signature)
25/07/19
(P.K. Tripathi)

Shri Devendra Bhushan Gupta,
Chief Secretary,
Government of Rajasthan Secretariat,
Jaipur - 302005

Handwritten notes:
11/8/20
Sh. Kamlesh M.
JeePi 13