

दीप्ति उमाशंकर, भा.प्र.से.

DEEPTI UMASHANKAR, IAS

स्थापना अधिकारी एवं अपर सचिव

ESTABLISHMENT OFFICER &

ADDITIONAL SECRETARY

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Praveen DOP



12/4/22
Usha Sharma
Chief Secretary

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12/4/22

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आज़ादी का
अमृत महोत्सव

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSIONS

NORTH BLOCK NEW DELHI-110001

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

AS (M)

मुख्य सचिव कार्यालय

राजस्थान, जयपुर

प्राप्ति संख्या

939000/CSO/22

Dated: 05.04.2022

Dear Madam,

[Signature]

13-Apr-22

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.

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 many 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 and in any case not later than 18/04/2022, using the above module. Further, the Nodal officers concerned are also requested to ensure that 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 regards,

Yours sincerely,

Deepti U

(Deepti Umashankar)

Ms. Usha Sharma,

Chief Secretary,

Government of Rajasthan Secretariat,

सूचना
जयपुर - 302005

का अधिकार



*Dr. R.S.
19/04/2022*

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19/04/22*