



GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL (A-1)

No F. 3/1(1)Pers/A-1/04/pt.-02734

Jaipur

All IAS Officers of Rajasthan Cadre.

Sub:- Updation of Executive Record (ER) Sheets of IAS Officers-reg.

Sir/Madam,

Kindly refer the D.O. No. 5/1/2023-EO (CM) dated 27.04.2023 received from Establishment Officer & Additional Secretary, DOPT, GOI (Copy enclosed) regarding updating of Executive Record (ER) Sheets on SUPREMO portal (<https://supremo.nic.in/>).

The same was uploaded on DOP Website on 24.05.2023. It is reiterated to kindly update the ER sheets individually on the above module so that the updated ER sheet gets posted online and there is no pending queue in the SUPREMO.

Encl: As above.

Yours faithfully

(Kanishak Kataria)
Joint Secretary to Government

Copy to Establishment Officer & Additional Secretary, DOPT, GOI w.r.t. their D.O. No. 5/1/2023-EO (CM) dated 27.04.2023.

Joint Secretary to Government

Document certified by KANISHAK
KATARIA <kanishak.kataria@ias.gov.in>

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Designation: Joint Secretary To
Government
Date :31-01-2024 11:55:37

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19/1/24
भारत सरकार
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कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
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GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No. 5/1/2023-EO (CM)

Dated: 27 .04.2023

Dear Sir / Madam,

As (M)
W
18/1

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 soem-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)

San Himanshu
for
19-1-24

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

