

No. Per (AI)A(7)-1/2008
Government of Himachal Pradesh
Department of Personnel
(Appointment -I)

From

The ACS (Personnel) to the
Government of Himachal Pradesh.

To

All the IAS officers,
Himachal Pradesh cadre

Dated: Shimla, the 17th May, 2022.

Subject:- Regarding updation of Executive Record (ER) Sheet.

Sir/ Madam,

I am directed to enclose herewith a copy of DO letter No.3/1/2015-EO (CM), dated 05.04.2022, received from Ms. Deepti Umashankar, IAS, Establishment Officer & Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi, on the subject cited above and to request you to update your Executive Record (ER) Sheets and submit them online to the cadre controlling authority on the SUPREMO portal.

Yours faithfully,



(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No. 0177-2621894
Email: persbr1-hp@nic.in
17th May, 2022.

Endst. No. as above Dated: Shimla, the

Copy forwarded to Ms. Deepti Umashankar, IAS, Establishment Officer & Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi-110001 for information.



(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh.

दीप्ति उमाशंकर, भा.प्र.से.
DEEPTI UMASHANKAR, IAS
स्थापना अधिकारी एवं अपर सचिव
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY
Tel.: 23092370, Fax: 23093142
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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

Dated: 05.04.2022

12/4/22 D.O. No. 3/1/2015-EO (CM)

Accepters)

Dear Sir,

13/4/22

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)

Dr. Ram Subhag Singh,
Chief Secretary,
Government of Himachal Pradesh,
H P Secretariat, Shimla - 171002



सूचना
का अधिकार

<http://dopt.gov.in>