

No. Per (A-I)A(8)-1/2022
Government of Himachal Pradesh
Department of Personnel
(Appointment -I)

From

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

To

✓ All the IAS officers,
Himachal Pradesh cadre

Dated: Shimla -171002, the 8th May, 2023.

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

Sir/ Madam,

I am to enclose herewith a copy of DO letter No. 5/1/2023-EO (CM), dated 27.04.2023, 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) Sheet and submit it 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

8th May, 2023.

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, w.r.t. letter referred above, 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

E-mail : eo@nic.in



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

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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: 27.04.2023

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

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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:

- Posting and work experience.
- Educational Qualifications acquired after entry into service.
- Contact and personal details.
- 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 regards,

Yours sincerely,

Deepti U

(Deepti Umashankar)

Shri Prabodh Saxena,
Chief Secretary,
Government of Himachal Pradesh,
H P Secretariat, Shimla - 171002

