

No. 6/14/2019-3SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 21st August, 2019

To

All the IAS Officers in the State of Haryana.

Subject:- Updation of the Executive Record (ER) Sheets of IAS officers.

Sir/Madam,

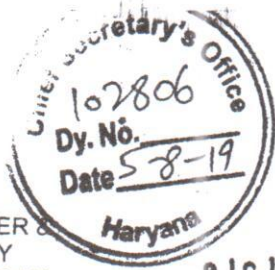
I am directed to address you on the subject mentioned above and to send here with a copy of D.O. letter No. 3/1/2015-EO(CM), dated 25.07.2019 received from Establishment Officer & Additional Secretary, Govt. of India, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions with the request to update your Executive Record (ER) Sheets by using the prescribed module on SUPREMO immediately.

Yours faithfully,


Superintendent Services-II

प्रदीप कुमार त्रिपाठी
P. K. TRIPATHI
स्थापना अधिकारी और
अपर सचिव

ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY
Tel.: 23092370, Fax: 23093142
E-mail : eo@nic.in



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
Dated: 25/07/2019
NORTH BLOCK NEW DELHI-110001

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

Dear Madam,

2/8/19

सत्यमेव जयते

5-8-19

SSA

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joining reports etc., the updating of the information often gets delayed, leaving the information on the ER sheets outdated.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

3. 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,

(P.K. Tripathi)

Shri Keshni Anand Arora,
Chief Secretary,
Government of Haryana 4th Floor,
Haryana Civil Secretariat Sector-1, Chandigarh - 160019



सूचना
का अधिकार

6/8/19
1515

Services-II Branch
Diary No. 102806
Date 06/08/19