

**MOST URGENT**  
**DATE BOUND**

No.6/51/2015-3SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

To

All the IAS Officers in the State of Haryana.

Dated, Chandigarh, the 10<sup>th</sup> December, 2015.

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

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Sir/Madam,

I am directed to refer to the subject noted and to say that Government of India, Department of Personnel & Training, New Delhi has informed that an exercise is being carried out to update the ER Sheets of IAS officers and also to add their photographs, e-mail ids/phone numbers on the data- base.

2. Therefore, you are requested to provide the following information within **7days** positively:-

- (i) Name
- (ii) Batch
- (iii) Current posting (Date from which thereon )
- (iv) Passport size photograph
- (v) E-mail id
- (vi) Mobile Number

Yours faithfully,

  
Superintendent Services-II