



**PUBLIC (SPECIAL B) DEPARTMENT
SECRETARIAT CHENNAI 600 009**

Letter No. 818/Special-B/2022 – 1, Dated: 20.04.2022

From
Dr. D. Jagannathan, IAS.,
Secretary to Government

To
All IAS Officers of TN Cadre (w.e.)
Sir / Madam

Sub: IAS - Executive Record (ER) Sheet – Updation of
Executive Record (ER) Sheet on the SUPREMO
portal – Communicated – Regarding.

Ref: From the Establishment Officer & Additional
Secretary to GOI, D/o. Personnel & Training,
M/o. Personnel, Public Grievances and Pensions,
New Delhi D.O. Letter No. 3/1/2015-EO (CM), Dated
05.04.2022

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I am directed to invite a reference to the Government of India letter cited on the above subject matter and to state that the Government of India has stated that 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 and 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

2. The Government of India have requested the Government to direct the IAS Officers in this State cadre to update their ER Sheets immediately by using the above module.

3. A copy of the letter received from the Government of India is enclosed herewith for reference.

Yours faithfully,

Shanmugan

for Secretary to Government

Copy to:

The Establishment Officer & Additional Secretary to GOI,
Department of Personnel & Training,
M/o. Personnel, Public Grievances and Pensions,
New Delhi - 110 001

दीप्ति उमाशंकर, भा.प्र.से.

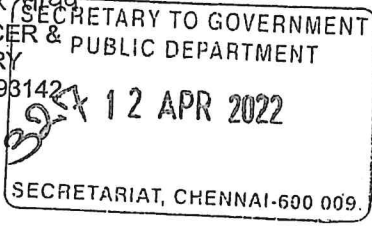
DEEPTI UMASHANKAR, IAS

स्थापना अधिकारी एवं अपर सचिव

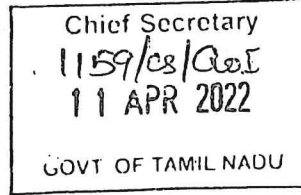
SECRETARY TO GOVERNMENT
ESTABLISHMENT OFFICER & PUBLIC DEPARTMENT
ADDITIONAL SECRETARY

Tel.: 23092370, Fax: 23093142

E-mail : eo@nic.in



सत्यमेव जयते



8/8/2022

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

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

Dated: 05.04.2022

Dear Sir,

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)

Shri V Irai Anbu,

Chief Secretary,

Government of Tamil Nadu, Secretariat,

Chennai - 600009

का अधिकारी

