

Government of West Bengal
Personnel and Administrative Reforms Department
IAS Cell, Nabanna, (7th Floor), Howrah

No.1720(4)-PAR(IAS)/AS-14/2019

Dated, Howrah, the 7th August, 2019

From: Prabhat Kumar Mishra, IAS
Principal Secretary, Government of West Bengal

To:

- a) Additional Chief Secretary,
.....
- b) Principal Secretary,
.....
- c) Secretary,
.....
- d) Commissioner,
.....

Sub: Online updating of the ER sheets of IAS officers

Sir,

A copy of D.O. No. 3/1/2015 – EO(CM) dated: 25.07.2019 of Establishment Officer & Additional Secretary, DoPT is enclosed for kind information.

In this connection, you are requested to kindly arrange to inform all the IAS officers under your department to update their ER sheets using the module on SUPREMO, and submit the same for approval to this end

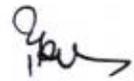
Yours faithfully,
Sd/-
(P. K. Mishra)
Principal Secretary

No.1720 /1(2)-PAR(IAS)/ AS-14/2019

Dated, Howrah, the 7th August, 2019

Copy forwarded for kind information and necessary action to:

- (i) Chief Secretary, West Bengal
- (ii) OSD to the Chief Secretary & Under Secretary, Home and Hill Affairs Dept.
- (iii) IT Cell for uploading it in the department website.


(P. K. Mishra)
Principal Secretary

Ha-2492
29/7/19

प्रदीप कुमार त्रिपाठी

P. K. TRIPATHI

स्थापना अधिकारी और

अपर सचिव

ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY

Te: 23092370, Fax: 23093142

E-mail: eo@nic.in



सत्यमेव जयते

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

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27/7

Dated: 25.07.2019

OSD & EO A.S. (IAS Cell)

3032-030
29.07.19

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

Dear Sir,

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 soem-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 Malay Kumar De,

Chief Secretary,

Government of West Bengal Nabanna, 13th Floor,

325, Sarat Chatterjee Road, Mandirtala Shibpur, Howrah - 711102

सूचना
का अधिकार