

By Speed Post  
TIME BOUND

125

No.27014/01/2017-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated the June, 2018

To,  
The Chief Secretaries of all States (as per list)  
AS(UTS),MHA in respect of AGMUT Cadre

**Subject- Inclusion of photos of the IAS officers in online version of the Civil List  
2018-regarding.**

Sir/Madam,

I am directed to refer to the subject noted above and to say that it has been decided to include the photos of IAS officers in the online version of the Civil List 2018. Accordingly, the operation at manual/guide to upload the photos of IAS officers borne on your State Cadre is enclosed.

2. The login ID and password for your State/Cadre to upload the photos in online version of IAS Civil List 2018 is .....
3. Therefore, it is requested to upload the photos of IAS officers borne on your State Cadre at the earliest and action completion report may be sent to this Department at e-mail ID at **so-ais3@nic.in**.
4. This issues with the approval of Competent Authority.

Encl: As Above.

Yours faithfully,

*RAM*  
(Ram Lakhani)  
Section Officer(AIS-III)  
☎ 011-23040268  
Fax No.011-23092344

Copy to:- Shri M.K. Jha, Under Secretary(UTS-I), Ministry of Home Affairs with  
request to take necessary action in respect of AGMUT Cadre.

26  
29 JUN 2018  
Deptt. of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions  
Govt. of India  
Receipt & Issue Section

*OK*  
*29/6/18*

12/16/16

12/16



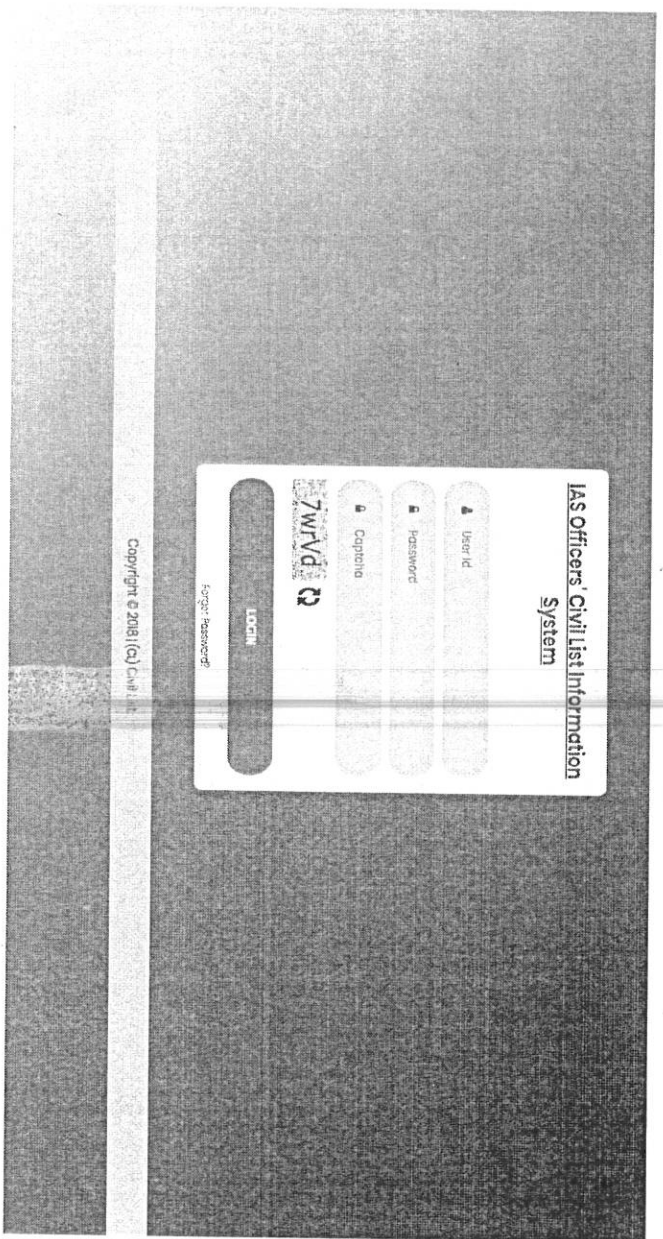
# **Department of Personnel & Training**

## **Civil List Information System**

### **Operation Guide to Upload Photograph**

Please visit the URL <https://easy.nic.in/photocl>. The following screen appears.

Enter your user id and password and click on 'LOGIN' button.



After successful login 'Bulk Upload Photograph' page will appear as below.

Update Civil List

Bulk Upload Photograph

Choose Files No file chosen

Upload

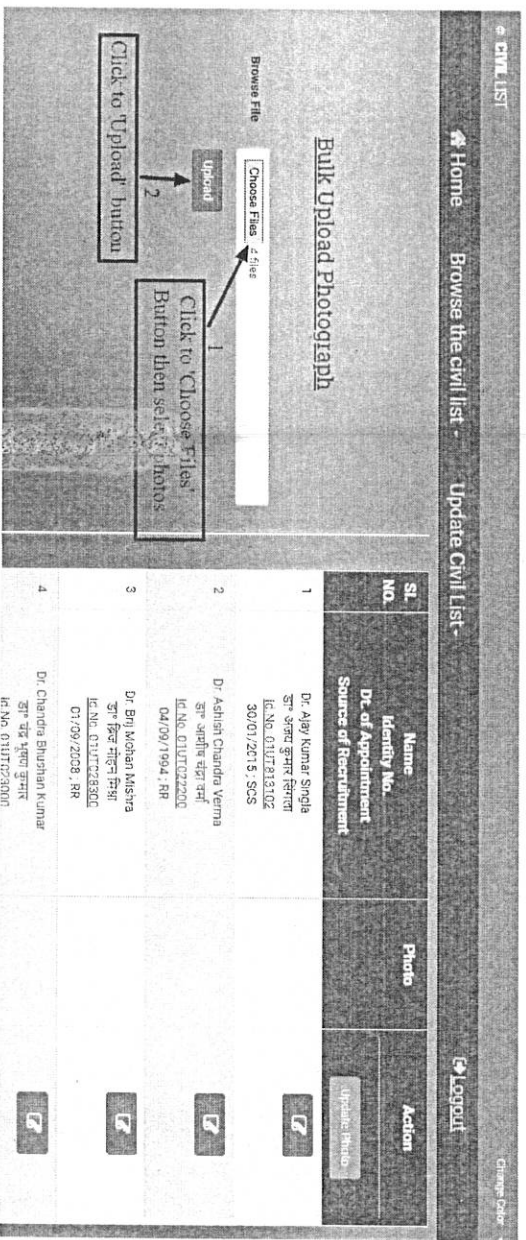
Sl. No.	Name Identity No. Dt. of Appointment Source of Recruitment	Photo	Action
1	Dr. E. Kishore श्री. ए. केशव Id. No. CLAP032415 28/07/1997 SCS		
2	Dr. C. Shekhari श्री. सी. शैखरी Id. No. CLAP013103 25/02/2014 - Non-SCS		
3	Dr. G. Samrajn Raj श्री. जी. सत्यनारायण राज Id. No. CLAP033804 25/03/1998 RR		
4	Dr. K. S. Jankar Radda श्री. के. एस. जंकार रड्डा Id. No. CLAP036109 20/09/1990 RR		
5	Dr. M. Hari Jawahara श्री. एम. हरी जवाहरा Id. No. CLAP013007 17/06/2012 SCS		
5	Dr. Manjivkumar A		

Click 'Choose file' button and choose photos which you want to upload.

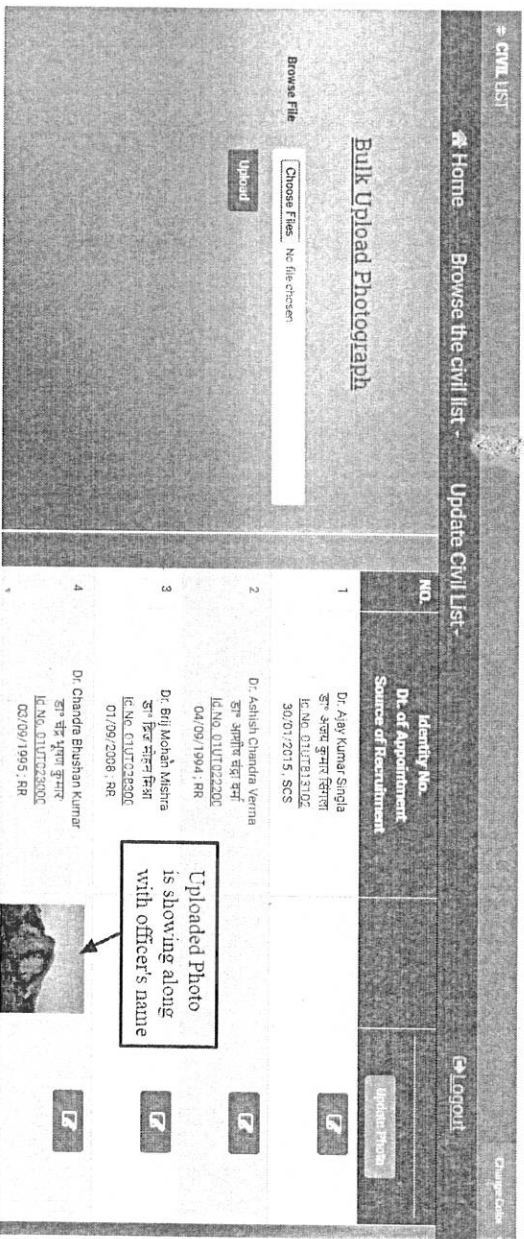
While saving the scanned photograph, the following naming convention should be followed. The Identity Number of officer followed by .jpg  
If officer identity number is 01KL038285 then the file should be named as 01KL038285.jpg

Note: Only jpg image is allowed and file size should not exceed 30 KB.

After selecting all the files, click on 'Upload' button.



Now the uploaded photos will appear along with the Officers' detail on the right side panel. The following screen describes the scenario.



If any photo does not match with officer's Id. No. then these will appear on top of officers list. In that case, the photo column will be blank for some officers and officer's detail will be blank for some photos. Correct the name of the photos and they will get assigned to the correct officer.