

F.No. 8/16/2008-EO(CM)  
Government of India  
Ministry of Personnel, Public Grievances. & Pensions  
(Department of Personnel & Training)

North Block, New Delhi-110001  
Dated : 30.10. 2009

To

The Chief Secretaries of all States/UTs

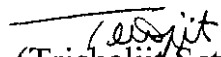
Subject:- Inclusion of citation, awards and articles/books by members of IAS in the ER sheet - Revised format-

Sir/Madam,

This is in continuation of this Department's letter of even number dated 26.10.2009 (copy enclosed), wherein it was informed that the number of awards/citation/publication that can be entered in the Executive Record Sheets of the officer will be restricted to 10.

2. To enable this office to make the data entry, it is requested to provide the information in respect award/citation/publication in the format enclosed for a maximum of 10 entries.

Yours faithfully,

  
(Trishaljit Sethi)  
Director

Copy for information/necessary action to: .

1. All Ministries/Departments of the Government of India.
2. All officers/Sections of Department of Personnel & Training
3. ✓ NIC –Department of Personnel & Training for putting on the website.

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North Block, New Delhi-110001  
Dated : 26<sup>th</sup> October, 2009

To

The Chief Secretaries of all States/UTs

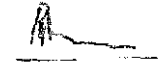
Subject:- Inclusion of citation, awards and articles/books by members of IAS in the ER sheet.

Sir/Madam,

This is in continuation of this Department's letter of even number dated 20.7.2009 on the above noted subject. It has been decided to restrict the number of entries of citations/awards received by the IAS officers and any publication that they have got published to a total of 10 (ten).

2. Regarding the total number of entries of publication/awards and citations that can be reflected in an officers ER Sheet , it may be noted that the total number of such entries will be restricted to ten in both the categories combined. In cases, where all the entries are full, and the officers have subsequently published an article/book or got an award, the officers are free to get their current publication/award posted in their ER sheets by removing an older one. In such cases while sending to this office, requests to make new entries, the officer may clearly indicate which older entries are to be deleted .

Yours faithfully,



(P.K. Misra)

Establishment Officer & Additional Secretary

Copy for information/necessary action to:

1. All Ministries/Departments of the Government of India.
2. All officers/Sections of Department of Personnel & Training
3. NIC –Department of Personnel & Training for putting on the website.

**Format for providing the details related to Awards / Publications by IAS Officers**

(Details of each Award / Publication should be given in separate sheet)

<b>Name</b>		
<b>Cadre</b>		
<b>Allotment Year</b>		
<b>Identity No. (as in the IAS Civil List)</b>		
<b>Type</b>	Awards / Citation	
<b>Tick any one only</b>	Publication	
<b>If Publication, Tick any one only</b>	Book Article Research Paper	<b>Nature of Publication (Tick any one)</b> Academic Non Academic
<b>If Awards, Nature of Awards Tick any one only</b>	Social Cultural Others	
<b>Subject</b> (For both categories)	Please write one subject from the <b>Subjects enclosed</b> (Annexure X) If not available, write N.A	
<b>Award Name / Book Title / Article Title / Research Title</b>	Maximum 100 characters	
<b>Date / Year</b>		
<b>Award Given by / Publisher's Name / Name of Journal</b>	Maximum 500 characters	
<b>Level (Tick any one)</b>	International National State Level District Level	

New Major & Minor Experience Sub 13/10/09

Agriculture & Cooperation

- Agricultural Marketing
- Agricultural Research &
- Dairy
- Poultry
- Plant Protection
- Horticulture
- Animal Husbandry
- Cooperatives
- Area Development
- Commercial Crops
- Crops
- Seeds
- Sericulture
- Fisheries
- Marine Products
- Agriculture

Personnel & General Admn

- Enquiries
- Personnel Policy
- Services
- Appointments
- Right to Information (RT
- General Administration
- Liaison/Protocol
- Public Grievances
- Administrative Reforms
- Pensioners Welfare
- Pensions
- Service Commission
- Recruitment Bd/Service C
- Personnel Mgmt
- Personnel Training
- Vigilance
- Recruitment
- Cabinet Affairs

Chemicals & Fertilizers

- Chemicals
- Petro-Chemicals
- Chemicals & Petro-Chemic
- Chemicals & Fertilizers
- Fertilizers (Corporate M
- Fertilizers

Land Revenue Mgmt & District Admn

- Development Admn
- District Admn
- Divisional Admn
- Settlement
- Land Revenue
- Revenue Admn
- Land Reforms
- Land Records
- Consolidation
- Land Resources
- Land Acquisition

- Land Dev
- Sub Divisional Admn
- Law & Justice
  - Elections
  - Law & Justice
  - Legal Affairs
  - Judicial
  - Legislative
  - Appeal
  - Justice
  - Judicial Reforms
  - Civil Law
  - Tribunals
  - Legal Aid
  - Company Affairs
- Petroleum & Natural Gas
  - Petroleum
  - Petroleum (Corporate Mgm
  - Petroleum & Natural Gas
  - Natural Gas
  - LPG
- Environment & Forests
  - Environment
  - Forests
  - Wild Life
  - Soil Conservation
  - Ecology
  - Forest Protection
  - Forest Education
  - Commercial Forestry
  - Forest Research
  - Social Forestry
  - Wood Preservation
  - Pollution Control
  - Environment & Pollution
  - Climate Change
- Consumer Affairs, Food & PD
  - Consumer Affairs
  - Food
  - Civil Supplies
  - Food Storage
  - Food & Civil Supplies
  - Public Distribution
- Information & Broadcasting
  - Doordarshan
  - Films
  - Information
  - Printing & Publications
  - Information & Broadcasti
  - Publicity
  - Public Relations
- Planning & Prog Implementation
  - Planning
  - Programme Implementation
  - Statistics
  - Evaluation
  - Project Formulation

- Plan Coordination
- Project Mgt.
- Policy Planning
- Survey
- Economics & Statistics
- Social Justice & Empowerment
  - Social Welfare
  - Backward Class Welfare
  - Tribal Welfare
  - Disabled Welfare
  - Minorities Welfare
  - SC/ST Welfare
  - Prohibition
  - Social Justice & Empower
  - SC Welfare
  - ST Welfare
  - Religious Endowment
  - Welfare
- Commerce
  - Commerce
  - Cashewnut
  - Coffee
  - Coconut
  - Export Promotion
  - Leather
  - Rubber
  - State Trading
  - Spices
  - Tea
  - Tobacco
  - Imports Exports
  - Licensing Policy
  - Marketing
  - Trade Fairs
  - Foreign Trade
- Parliamentary Affairs
  - Parliamentary Affairs
  - Legislative Affairs
  - Legislature
  - Parliament
- Communications & Information Technolog
  - e-Governance
  - Telephones
  - Telecommunication
  - Posts
  - Electronic Data Processi
  - System Analysis
  - Management Information S
  - Postal
  - Communication
  - Information Technology
- Defence
  - Defence Research
  - Defence Policy
  - Defence Service Welfare
  - Ex-Service Men's Welfare
  - Defence

- Defence Production & Sup
  - National Security
- Home
- Census
  - Home
  - Jails
  - Foreigners' Matters
  - Coordination
  - Internal Security
  - Law & Order
  - National Integration
  - Police
  - Political Affairs
  - Border Management
  - Official Language
  - J & K Affairs
  - Human Rights
  - Disaster Management
  - Rehabilitation
  - Relief
  - Relief & Rehabilitation

Human Resource Dev

- Adult Literacy
- Educational Research
- Physical Education
- Human Resource Dev
- School Education
- Manpower Planning
- Libraries
- Elementary Education
- Higher Education
- Languages
- Technical Education
- Education

Culture

- Cultural Affairs
- Archives Admn
- Archaeology

Energy

- Power
- Power (Corporate Mgmt)
- New & Renewable Energy
- Bio-Fuels
- Thermal Power
- Regulatory Authority
- Atomic Energy
- Electricity
- Hydro-Electric Power
- Solar Energy
- Energy
- Non-Conventional Energy

External Affairs

- External Affairs
- External Relations
- International Diplomacy

- Foreign Policy
- Passports
- Foreigners Visa
- Internal Affairs
- Internal Cooperation
- Overseas Indian Affairs

Finance

- Finance
- Expenditure
- Institutional Finance
- Pay Commission
- Economic Affairs
- Disinvestment
- Budget
- Revenue
- Registration
- Excise
- Enforcement
- Sales Tax
- Commercial Taxes
- Finance Commission
- Financial Mgmt
- Financial Planning
- Insurance
- Investment
- Income Tax
- Monetary Policy
- Banking

Health & Family Welfare

- Ayurveda
- Health Admn.
- Rural Health
- Drugs
- Medical Education
- Medicines
- Medical Services
- Public Health
- Sanitation
- Disease Control
- Family Welfare
- Health & Family Welfare
- Medical Institutes

Industries

- Food Processing Industri
- Heavy Industries
- Industrial Policy & Prom
- Industrial Dev
- Industrial Planning
- Industrial Training
- Industrial Policy
- Industrial Relations
- Industrial Investment
- Sugar Industry
- Rural Industry
- Steel
- Small & Village Industry
- Industrial Financing



- Industries
- Leather Industry
- Agro Industries
- Small Scale Industries
- Khadi & Village Industri
- Handicrafts Dev
- Handloom Dev
- Public Enterprises
- Labour & Employment
  - Employment & Training
  - Labour
  - Labour & Employment
  - Labour Welfare
  - Bonded Labour
  - Wage Surveys
  - Employment
  - Labour Project
- Mines & Minerals
  - Coal
  - Coal (Corporate Mgmt)
  - Geology
  - Mines
  - Mines (Corporate Mgmt)
  - Mines & Minerals
  - Mining
  - Ores
  - Collieries
  - Mica
  - Alloys
  - Metals
- Local Self Govt
  - Local Self Govt
  - Panchayati Raj
- Public Works
  - Public Works
  - Public Works-Roads
  - Public Works-Buildings
- Rural Dev
  - Rural Development
  - Rural Housing
  - Rural Banking
  - Rural Employment
  - Wasteland Dev
  - Land Resources
  - Drinking Water Supply
  - Public Health Engg.
- Science & Technology
  - Science & Technology
  - Ocean Dev
  - Space
  - Weather Forecasting
  - Meteorology
  - Earth Science
  - Scientific & Industrial
  - Bio-Technology
- Transport
  - Road Transport

- Transport
- Highways
- Railways
- Shipping
- Ports
- Light Houses
- Shipyard
- Water Transport
- Civil Aviation
- Civil Aviation (Corporat

Staff Officers

- President's Secretariat
- Vice-President's Sectt.
- Prime Minister's Office
- Chief Minister's Sectt.
- Governor's Sectt.
- Ministers Office

Textiles

- Textiles
- Handicrafts
- Handlooms
- Jute
- Synthetic Textiles
- Wool
- Silk
- Fibre
- Coir
- Cotton

Tourism

- Tourism
- Hotel Management
- Eco-Tourism

Urban Development

- Urban Develoment
- Town & Country Planning
- Municipal Admn
- Land & Building
- Urban Housing
- Urban Planning
- Slum Dev
- Colonization
- Poverty Alleviation
- Estates
- Development Authority

Water Resources

- Water Resources
- Irrigation
- Flood Control
- Ground Water
- Watershed Mgmt
- Command Area Dev
- River Control Board
- Drinking Water

Women & Child Dev

- Women & Child Dev
- Womens Dev
- Child Dev

Youth Affairs & Sports

- Youth Affairs & Sports
- Youth Affairs
- Sports

Development of NER

- North East Policy
- North-East Development

Corporate Management (New)

- Corporate Management (Ne

Public Administration

N.Applicable/N.Available

- Not Available
- Not Applicable