

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: 20th July, 2009

To

The Chief Secretaries of all States/UTs

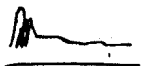
Subject:- Inclusion of citation, awards and articles/books by members of IAS in the ER sheet.

Sir,

The 'Executive Record Sheets' of all the IAS officers are maintained in a Digital Format, by the Career Management Section of the Establishment Officer's Division. The ER sheets contain the personal details of the officers and also their experience profile and training profile. It has been decided to make the ER sheet even more exhaustive by including citations/awards received by the officers and any publication that they have got published. {(The format prescribed for providing details related to Awards/Publications by IAS officers is hereby enclosed (Annexure 'A'))}.

2. It is, therefore, required that this information be provided to this office in respect of officers borne on the strength of your Cadre/Ministry for updating the records. It is further stated that all such requests for entry of citations/awards, publications in the ER Sheet should be duly routed through the concerned cadre controlling authority/Ministry and while forwarding such requests the concerned cadre controlling authority may satisfy itself that necessary permission for accepting the awards/citations has been duly accorded.

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**

Name	
Cadre	
Allotment Year	
Identity No. (as in the IAS Civil List)	
Type	Award / Publication / Article / Research work / others
Award Name / Publication Title / Article Title / Research Title	
Date / Year	
Award Given by / Journal Name	
Level	International / National / State Level