

निधि खरे, भा.प्र.से.  
NIDHI KHARE, IAS



रस्यमेव जयते

संयुक्त सचिव  
भारत सरकार  
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय  
Joint Secretary  
Government of India  
Ministry of Environment, Forest and Climate Change  
Dated: 25<sup>th</sup> October, 2019

D.O. No. 12026/07/2019-IFS-I

Sub: Updation of Executive Record Sheet of IFS officers for career planning and management-reg.

Sir/Madam

This Ministry being cadre controlling authority, maintains the Executive Record Sheet of all IFS officers for their career planning and management including empanelment at different levels like, Joint Secretary, Additional Secretary and Secretary. These records will also be useful for different DPC meetings, being held for promotion of IFS officers at different level in the State Government.

2. The initiation/updation of Executive Record Sheet (ERS) is to be done by the officer concerned through their given ID and Password. In case of IFS officers, ID is their official code number in the Civil List and Password is officer's code without sign of slash and followed by #789. For example, in case of officer having code JK/001, the ID will be JK/001. Password will be JK001#789. The initiation and updation has to be done on the website <http://ifs.nic.in/> In case of any difficulty the officer can contact on following email: [ifs@nic.in](mailto:ifs@nic.in).


3. So far, around 70% of officers (1721 officers out of around 2450 officers) have filled in their ER sheet. The details of State-wise ER sheet updation is enclosed as Annexure. It is further observed that even those officers, who have filled the ER sheet, are not updating it regularly.

4. You will appreciate that ER sheet is of great help in readily providing information about the officers for empanelment, deputation, postings, foreign assignments etc. It is, therefore, imperative that this ER sheet is filled up and updated regularly. Therefore, it is suggested that you may consider making it mandatory to have the updated ER records while holding the DPC meeting

5. The Ministry also proposes that applications for different deputations, foreign assignments and empanelment will be processed only if the application is accompanied with updated ER sheet

Enclosure: As above

Yours sincerely

  
(Nidhi Khare)  
Joint Secretary (IFS)



As per list attached

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