

Computer No: 128753  
No. 12026/07/2019-IFS-I  
Government of India  
Ministry of Environment, Forest and Climate Change  
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6<sup>th</sup> Floor, Prithvi Wing,  
Indira Paryavaran Bhawan, Jor Bagh Road,  
Ali Ganj, New Delhi-110003.  
Dated the 14th May, 2024.

To  
The Chief Secretaries  
All State Governments and UTs (List Attached)

Subject: Updation of Executive Record Sheet of IFS officers for career planning and management - regarding.

Sir/Madam


I am to refer to the subject cited above and to inform that 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 are also useful for different DPC meetings, being held for promotion of IFS officers at different level in the State Government as it readily provides information about the officers for empanelment, deputation, postings, foreign assignment, etc. It is, therefore, imperative that this ER Sheet is filled up and updated regularly.

2. The initiation/updation of Executive Record Sheet (ERS) is to be done by the officer concerned on the website **ifs.nic.in**, 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 UP/001, the ID will be UP/001. Password will be UP001#789. In case of any difficulty the officer can contact on following email: ifs@nic.in or on phone numbers - 9871060145 (Shri Prem Prakash Maurya, Under Secretary (IFS-I) and 9968386978 (Md. Irshad, Consultant).

3. The State Government is therefore requested to direct all the officers of Indian Forest Service to update their Executive Record Sheet latest by Thursday i.e. 16.05.2024 and keep updating in future as well.



Yours faithfully,

 14.5.24

(Ramesh Kumar Pandey)  
Inspector General of Forest (IFS)

Copy for information and necessary action:

1. The Principal Secretaries (Forest), All State Governments and UTs (List Attached) to direct all the officers of Indian Forest Service to update their Executive Record Sheet latest by 16.05.2024
2. The PCCF & HOFF, All State Governments and UTs (List Attached) to direct all the officers of Indian Forest Service to update their Executive Record Sheet latest by 16.05.2024
3. Heads of all Autonomous/attached/subordinate offices of MoEFCC for necessary action in the matter.
4. Secretary to all Ministries/Department of the Government of India (List Attached) for necessary action in the matter.
5. All IFS Officers concerned - to update their Executive Record Sheet latest by 16.05.2024