

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT: SERVICES-I BRANCH**  
**DELHI SECRETARIAT: 5<sup>TH</sup> LEVEL: B-WING**  
**I.P. ESTATE: NEW DELHI**  
**<http://services.delhigovt.nic.in>**  
**(Tel:011 - 23392038)**

**No.F.8/18/2019/S.I/**

**Dated:**

To,

Shri/Ms..... IAS  
Designation.....  
Name of Department.....  
Address.....

**Sub.: Updation of Executive Record (ER) sheets in respect of IAS officers  
of Joint AGMUT Cadre - reg.**

Sir/Madam,

I am directed to enclose herewith copy of MHA letter No.15041/07/2019-UTS.I dated 30.06.2022 alongwith copy of DoPT D.O. dated 05.04.2022 on the subject cited above.

It is requested that the requisite action for online updation of ER sheet **including correct mobile numbers and e-mail IDs**, on SUPREMO module as per the instructions/directions contained in MHA and DoPT letters attached, may immediately be taken under intimation to Services Department.

Yours faithfully,

Encl.: As above.


  
**(AMITABH JOSHI)**  
**DEPUTY SECRETARY (SERVICES)**

**No.F.8/18/2019/S.I/1768**

**Dated:** 08/07/2022

Copy to the :-

1. The Under Secretary (UTS-I), Govt. of India, Ministry of Home Affairs, North Block, New Delhi.
2. All Additional Chief Secretaries/Principal Secretaries/ Secretaries/ HODs, Govt. of NCT of Delhi.
3. SO (Confidential Cell), Services Department, GNCTD.
4. SO (Coordination), Services Department with the request to upload the same on website of Services Department.

  
**(AMITABH JOSHI)**  
**DEPUTY SECRETARY (SERVICES)**

81/C

Delhi Sachivalaya  
GAD/RSI Branch  
Govt. of NCT of Delhi

No. 15041/07/2019-UTS.I

भारत सरकार/Government of India  
गृह मंत्रालय/Ministry of Home Affairs

\*\*\*\*\*

North Block, New Delhi  
Dated the 30<sup>th</sup> June, 2022

GOVT. OF NCT OF DELHI

To, Jary No.

SAD/2022/19387

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi.
2. The Chief Secretary, Govt. of Mizoram, Aizawl.
3. The Chief Secretary, Govt. of Jammu & Kashmir, Jammu.
4. The Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
5. The Chief Secretary, Araman & Nicobar Islands Administration, Port Blair.
6. The Chief Secretary, Govt. of Goa, Panaji.
7. The Chief Secretary, Govt. of Puducherry, Puducherry.
8. The Advisor to the Lieutenant Governor, UT of Ladakh Administration, Leh.
9. The Advisor to the Administrator, UT of Chandigarh Administration, Chandigarh.
10. The Advisor to the Administrator, UT of DNH & DD Administration, Moti Daman.
11. The Advisor to the Administrator, UT of Lakshadweep Administration, Kavaratti.

05 JUL 2022

05/7/22

ecy (Services)

**Sub: Updation of Executive Record (ER) sheets in respect of IAS officers of Joint AGMUT cadre - reg.**

Sir,

I am directed to forward herewith DoP&T's D.O. dated 05.04.2022 on the subject cited above with the request to instruct the IAS officers of Joint AGMUT cadre to update their details, **including correct mobile numbers and email IDs**, and finalize their ER sheets on SUPREMO module at the earliest. In this context, a step-by-step guide to sign-in and update/finalize the details on SUPREMO module is also attached for reference.

Encl: As above

Yours faithfully,

*RK*  
30.6.22

(Rakesh Kumar Singh)

Under Secretary to the Govt. of India  
Tel. 2309-2688

SS (Services) I

DSI

*h*  
06/7/22

*u*  
6.7  
SO(S-I)

*h*  
07/07  
H. Vijay

दीप्ति उमाशंकर, आ.प्र.स.  
DEEPTI UMASHANKAR, IAS  
स्थापना अधिकारी एवं अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel.: 23092370, Fax: 23093142  
E-mail : eo@nic.in



75  
आजादी का  
अमृत महोत्सव

80/c  
भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC  
GRIEVANCES AND PENSIONS  
NORTH BLOCK NEW DELHI-110001

D.O. No. 3/1/2015-EO (CM)

Dated: 05.04.2022

Dear Sir / Madam,

As you are aware, regular updation of Executive Record (ER) Sheets of IAS Officers is an essential component of personnel management, in order to achieve the overall objective of Good Governance.

2. In order to facilitate the IAS officers to update their ER Sheets on real time basis, they have been allowed to update their ER sheets and submit them online to the Cadre Controlling Authority. Once the Cadre Controlling Authority confirms the information uploaded, the ER Sheet would get updated online. In order to cater to this, a module is available on the SUPREMO portal (<https://supremo.nic.in/>) for officers to update their ER sheets online, inter-alia covering the following:

- (i) Posting and work experience.
- (ii) Educational Qualifications acquired after entry into service.
- (iii) Contact and personal details.
- (iv) Awards and Publications.

3. However, it is a matter of concern that a number of ER sheets are yet to be updated by the officers concerned and in many cases, those which have been finalized by the officers are yet to be approved by the Cadre Controlling Authorities.

4. Therefore, in order to achieve the objective of updation of ER sheets of IAS officers on SUPREMO, it is requested that the IAS officers in your Cadre may be directed to update their ER sheets immediately and in any case not later than 18/04/2022, using the above module. Further, the Nodal officers concerned are also requested to ensure that there is no pending queue in the SUPREMO. In case of any difficulty, an email may be sent to [socm-dopt@nic.in](mailto:socm-dopt@nic.in) and [persinfotech@nic.in](mailto:persinfotech@nic.in).

5. I would be grateful for your personal attention and an early action in this regard.

With regards,

Yours sincerely,

Deepti U

(Deepti Umashankar)

Chief Secretaries / Administrators,  
(All State Governments / Union Territories).



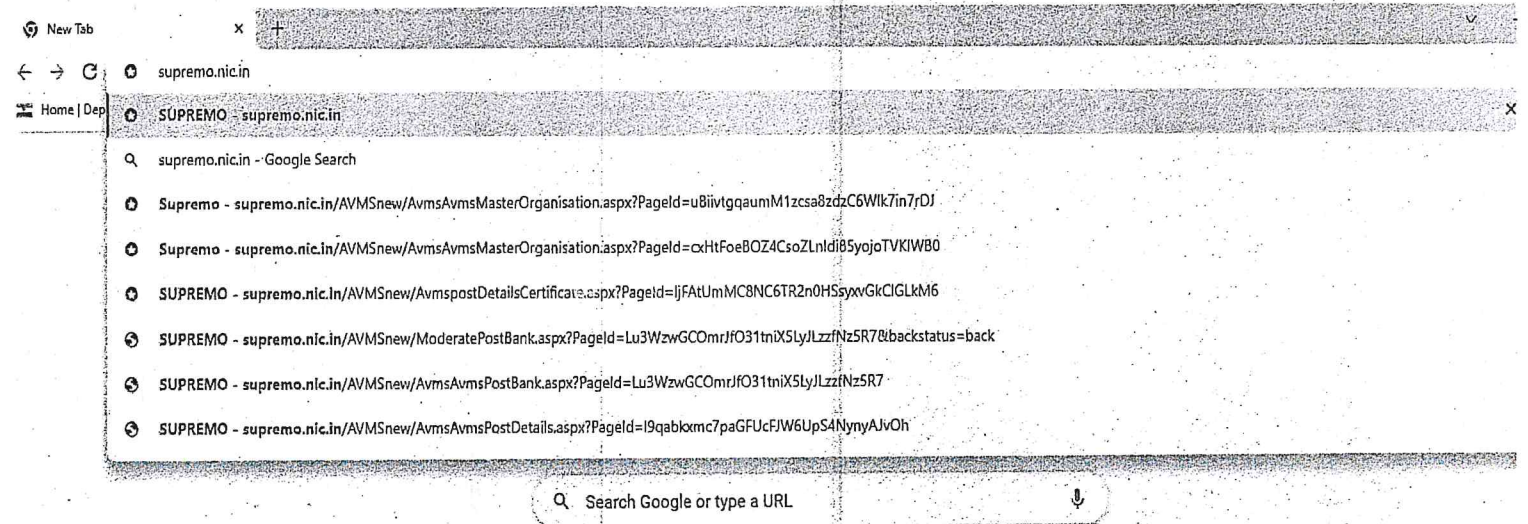
सूचना  
का अधिकार

<http://dopt.gov.in>



## Step-by-Step guide to Sign-up on SUPREMO:

### Step – 1: Go to SUPREMO (<https://supremo.nic.in>).





## Step – 2: Click on Sign-up.

The screenshot displays the SUPREMO portal interface. At the top, the browser address bar shows 'supremo.nic.in'. The navigation menu includes links for Home, Department, Email Web Client, SUPREMO, e-HRMS, eOffice, PARICHAY, SPARROW, and other SUPREMO instances. The main header features the SUPREMO logo and the text 'Department of Personnel and Training (DoPT)'. A callout box labeled 'Go to Sign up' points to the 'Sign up' button in the login/sign-up section. Below this, there are two buttons: 'Login with NIC Email' and 'Login with non-NIC Email'. The background image shows hands typing on a laptop keyboard. At the bottom, the footer text reads: 'Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India. The system is Designed, Developed and Hosted by National Informatics Centre. Contact Us'.



77/c

# **Step – 3: Fill-up the Supremo Registration Form.**

The screenshot shows the SUPREMO Registration Form in a web browser. The browser's address bar displays 'supremo.nic.in/Registration.aspx'. The page title is 'SUPREMO'. The form is titled 'SUPREMO REGISTRATION FORM'. It has three radio buttons for user types: 'Individual Officer' (selected), 'Nodal Officer(CSS)', and 'AVMS(Nodal)'. There is a '\*Help' link. A note states: 'IAS officers have to register using the same Govt. email address (eg. xxx@nic.in or xxx@gov.in) which has been used in SPARROW (APAR System)'. Below this, it says 'Please enter valid letters only (A-Z a-z 0-9 / & - space comma characters are allowed)'. The form fields are: 'Email-Id\*', 'Alternative Email-Id', 'Mobile number\*', 'Alternative Mobile No.', 'Name\*', 'Designation\*', 'Official Address\*', and 'Phone No. (Office)\*'. At the bottom, there is a captcha image with the code 'Y3J' and a text box 'Enter captcha code'. There are three buttons: 'Go Back to Login', 'Submit', and 'Reset'. Annotations include: a box on the left saying 'Type the Government email address' pointing to the 'Email-Id' field; a box on the top right saying 'Please select Individual Officer Check-box.' pointing to the 'Individual Officer' radio button; and a large box on the right with four numbered steps: 1) Fill up the details and click on Submit Button. 2) A new window will pop-up to enter the OTP received on E-mail and Mobile Number. 3) Enter both the OTPs to create account. 4) Go to supremo.nic.in and click on Login using NIC Email to Login.