

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

No.F.8/18/2019/S.I/ 534-538

Dated: 19/02/2026

To,

All IAS Officers
Govt. of NCT of Delhi

Sub.: Online updation of Executive Record (ER) Sheets of IAS Officers - reg.

Sir/Madam,

I am directed to enclose herewith a copy of D.O. letter No.5/1/2026-EO (CM-I) dated 11.02.2026 of Establishment Officer and Additional Secretary, Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi regarding online updation of Executive Record (ER) Sheets of IAS Officers..

It is, therefore, requested to take appropriate action to update the ER Sheet on the SUPREMO portal.

Encl.: As above.

Yours faithfully,
Digitally signed by
Jitendra Kumar Arora
(Jitendra Kumar Arora)
Date: 19/02/2026
Deputy Secretary (Services)

No.F.8/18/2019/S.I/ 534-538

Dated: 19/02/2026

Copy to the :-

1. Ms. Manisha Saxena, IAS, Establishment Officer and Additional Secretary, DoPT, GoI, North Block, New Delhi .w.r.t. D.O. letter dated 11.02.2026.
2. The Under Secretary (UTS-I), Govt. of India, Ministry of Home Affairs, Kartavya Bhawan-03, New Delhi.
3. All Additional Chief Secretaries/Principal Secretaries/ Secretaries/ HODs, Govt. of NCT of Delhi.
4. SO (Coordination), Services Department with the request to upload the same on website of Services Department.

(Jitendra Kumar Arora)
Deputy Secretary (Services)

मनीषा सक्सेना, भा.प्र.से.
Manisha Saxena, IAS
स्थापना अधिकारी एवं अपर सचिव
Establishment Officer &
Additional Secretary

17 FEB 2026



सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Government Of India
Department of Personnel & Training
Ministry of Personnel, Public
Grievances and Pensions

16 FEB 2026

Dated: 11.02.2026

D.O. No.5/1/2026-EO (CM-I)

Dear Ma'am / Sir,

G.A. 2026/6160

Diary No.

As you are aware, the regular updation of Executive Record (ER) Sheets for Indian Administrative Service (IAS) officers is a crucial component of effective personnel management, fundamentally supporting the objective of Good Governance. These ER Sheets are essential documents of IAS officers and play a vital role in managing their placements and future career prospects.

2. To streamline this process, IAS officers have been enabled to update their ER Sheets in real-time and submit them online to the respective Cadre Controlling Authority. The ER Sheet is updated online once the Authority confirms the information uploaded. This functionality is facilitated through a dedicated module available on the SUPREMO portal (supremo.nic.in), which covers the following key areas:

- Posting and work experience.
- Educational Qualifications acquired after entry into service.
- Contact and personal details.
- Awards and Publications.

3. It is a matter of concern, however, that a number of ER sheets remain outstanding for updation by the officers concerned. Furthermore, some finalized sheets are still pending approval from the Cadre Controlling Authorities.

4. To ensure the timely completion of this critical objective, it is kindly requested that all IAS officers within your Cadre be directed to update their ER sheets immediately via the SUPREMO module. Additionally, Nodal officers should be instructed to promptly verify the accuracy of the entries and approve the sheets, preventing any processing delays or "pending queues" within the SUPREMO system. For any technical assistance required, please reach out via email to socm-dopt@nic.in and helpdesk-dopt@nic.in / persinfotech@nic.in.

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

With warm regards,

Yours sincerely,

(Manisha Saxena)

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

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