

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES - I BRANCH  
LEVEL 7, B - WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI - 110 002  
<http://services.delhigovt.nic.in>  
(Tel:011 - 23392038)

No.F.8/30/2020/S.I/

Dated:

To

All HODs,  
Govt. of NCT of Delhi, Delhi

**Sub: Publication of Civil List of the IAS officer of AGMUT Cadre for the year 2021 as on 01.01.2021 - regarding.**

Sir / Madam,

Please find enclosed herewith a copy of letter No. 15041/06/2019/UTS-I dated 11.12.2020 of Government of India Ministry of Home Affairs along with its enclosure bearing copy of letter No.27014/02/2020-AIS-III dated 12.10.2020 of DoP&T, on the subject cited above.

It is requested to furnish the requisite information sought as per format enclosed with the letter in respect of IAS officer(s) of AGMUT Cadre posted in your Department at the earliest, for further submission to the Government of India, Ministry of Home Affairs. The latest photograph of IAS officers of AGMUT cadre in the aforesaid proformas, may also be sent along with the information.

This may be accorded 'TOP PRIORITY'.

Yours faithfully,

Encl: As above.

(ANJU MANGLA)  
DEPUTY SECRETARY (SERVICES)

No.F.8/30/2020/S.I/ 74

Dated: 08/01/21

Copy to:

- 1) All IAS Officers of AGMUT Cadre (Posted in Govt. of NCT of Delhi).  
2) Section Officer (Coordination), Services Department, Government of NCT of Delhi with the request to upload this letter together with its enclosures on the Department's website in 'CIRCULARS'

  
(ANJU MANGLA)  
DEPUTY SECRETARY (SERVICES)

Fax/Email  
Time Bound

1 DEC 2020  
Diary No. ....  
32652

F.No. 15041/06/2019.UTS-I

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

North Block, New Delhi  
Dated the 11<sup>th</sup> December, 2020

To

1. The Chief Secretary, Govt. of Goa, Panaji.
2. The Chief Secretary, Govt. of NCT of Delhi, New Delhi.
3. The Chief Secretary, Govt. of Mizoram, Aizawal.
4. The Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
5. The Chief Secretary, Govt. of Andaman and Nicobar Island, Port Blair.
6. The Chief Secretary, Govt. of Puducherry.
7. The Advisor to Administrator, Chandigarh.
8. The Advisor to Administrator, Daman & Diu and Dadra & Nagar Haveli.
9. The Advisor to Administrator, Lakshdweep.

Sub: Publication of the Civil List of the IAS Officers for the year 2021 as on 01.01.2021 – reg.

Sir,

I am directed to refer to DoPT's letter vide No.27014/02/2020-AIS-III dated 12.10.2020 (copy enclosed) on the subject mentioned above and to request to furnish the latest information in respect of serving IAS officers of Joint AGMUT cadre in the enclosed proforma along-with latest photograph [both in Hard Copy and Soft Copy] through e-mail (souts1@mha.gov.in) to this Ministry latest by 21.12.2020.

Encl: As above.

Yours faithfully,

(Rakesh Kumar Singh)  
Under Secretary to the Govt. of India  
Ph. 2309-2688

as seen  
lll  
(to 100)  
6/12/20  
CS (Sec)

Handwritten signatures and initials: (S-I), 22/12/2020, 31/12, @, 23/12, Sh. Datta, M.A., Rakesh Kumar Singh, and a large signature at the bottom.

No.27014/02/2020-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
\*\*\*\*

North Block, New Delhi  
Dated the 12<sup>th</sup> October, 2020

To,

Chief Secretaries of all States/UTs

**Subject: Publication of the Civil List of the IAS officers for the year 2021 – On line updation - Compilation of data reflecting position as on 01.01.2021 -reg.**

Sir/Madam,

I am directed to say that the process of the compilation and publication of the 66<sup>th</sup> edition of the Civil List of the IAS officers for the year 2021 has started. The intention is to submit the Civil List on the basis of information fed by the State Governments, and so the 2021 Civil List should reflect the position as on 01.01.2021 very accurately.

2. It is pertinent to mention that the Civil List 2021 is to be updated alongwith with inclusion of photographs of IAS officers. NIC has modified the software to include the photographs of IAS officers of your cadre as well as updation of other relevant information as is being done in the past. Accordingly, data has to be updated and clear photographs are to be uploaded as per prescribed specifications.

3. The relevant points on which information is required to be provided are reiterated below :

- A maximum of two qualifications, starting from BA/B.Sc. etc. should be given in the Civil List. The option of having two qualifications of his/her choice should be left to the officer concerned, which the State Government may incorporate after consulting him/her. Instead of using the term 'Graduate'/'Postgraduate' etc., the terms B.A/B.Sc./B. Com. etc. should be used. Instead of using the term 'Doctorate', Ph.D., D. Litt, D.Phil., etc. may be mentioned.
- Existing posting of the member of the Service during the year 2020 is to be given.
- E-mail I.D of the officers should also be given below their names.

Contd...2

- Level of Pay drawn by the member of the Service in the State Government should be given.
- Domicile of the officers who have been promoted to the IAS should be given.
- Copies of **orders/supporting documents relating to officers who have resigned/voluntarily retired/expired** etc. during the current year should be provided.
- In case of officers allowed deputation under 6(2)(ii) of the IAS (Cadre) Rules, the date of joining the post by the officers should also be provided.
- For the officers who are on leave/study leave/training etc., the date of commencement of such leave/study leave/training should also be provided.
- All transfers/promotions/upgradation of pay made up to 1<sup>st</sup> January should definitely be reflected in the information for the Civil List.

4. Efforts have been made to compile full names of the officers from the records available in this Department. However, State Governments and the Ministry of Home Affairs, as the Cadre Controlling Authority of the IAS officers of the AGMUT Cadre, are requested to check the full names of the officers and complete the details of uncovered cases with the records available with them. In case of discrepancy in the expanded names and date of birth etc, Section Officer, EO-CM, E.O. Division, North Block, New Delhi {T.No.23092584, e-mail address [socm-dopt@nic.in](mailto:socm-dopt@nic.in)} may be contacted. In case of discrepancy related to seniority, Section Officer, AIS-III, DOPT, North Block, New Delhi (Tel. No. 23092344, E-mail address- [so-ais3@nic.in](mailto:so-ais3@nic.in)) may be contacted.

5. The updated and integrated extract from the IAS Personnel Information System (ER Sheet) maintained by this Department and the list of IAS Officers pertaining to your State/Cadre is available on the website of the Department for information and reference. It is requested that the same may kindly be scrutinized thoroughly and additions/updation/ deletions, if any, may be intimated to EO(CM) Section and AIS-III Section of this Department.

6. As explained at Para 2 above, NIC, DOP&T has provided the modified/updated online web-based software to update Data Bank of the present posting details of IAS Officers alongwith photographs etc. through the Internet. State Governments are requested to update the requisite information. A copy of **instructions** for entering/updating the data for Civil List on-line is enclosed for reference.

Contd...3

For editing the Civil List pertaining to your State, the help of the State Unit of NIC may be taken. In case there is any technical difficulty, clarifications may be sought from the NIC, DOP&T Computer Centre, North Block, New Delhi, on Telephone Number 011-23092776 or through email at {persinfotech@nic.in}.

8. The login and password for your State/Cadre is.....  
Please note that this is a temporary password. It is imperative that the updating of the Civil List should be handled only by duly authorized personnel and also that the password be changed periodically in order to maintain secrecy. It may also be noted that it is expected that regular updations in the web-based software will be carried out by you, independently of and even after the publication of the Civil List for the year 2020. Updation should be carried out periodically, as and when the posting/status of officers changes.

9. It is **emphasized** that the facility of carrying out updation / correction in the online Civil List pertaining to their State Cadre is available at this Ministry's website (dopt.gov.in - IAS - Civil List). A copy of the updated list may be sent to this Department, by post, by the **30<sup>th</sup> November, 2020**. Since the Civil List, when published, should reflect the position as on 01.01.2021, we expect to make such changes as may become necessary between 01.11.2020 to 01.01.2021 on the basis of data made available to this Department. We may also seek the assistance of Resident Commissioners for a quick update. Members of the service may thus be suitably informed to verify their details to correct errors/discrepancies, if any.

10. The State Governments had, subsequent to the Publication of Civil List 2020, forwarded representations from Members of the Service regarding discrepancies in the date. The representations may be considered by the State Government and necessary updation of records be made accordingly.

11. It may be mentioned that considerable accuracy has been achieved in the Civil List of 2020, thanks largely to the co-operation received from the State Governments, NIC State Units & NIC-DOPT Computer Center of this Ministry. The efforts for bringing out a zero error Civil List, for the year 2021 can be successful only with full co-operation from all concerned.

12. It is requested to nominate a Nodal officer for your State who will coordinate for the preparation of Civil List of IAS officers for the year 2021 and also to provide his/her Name, Contact No., Fax No. and e-mail address positively by **15<sup>th</sup> November, 2020**.

13. It is requested that the authorities concerned may be suitably directed to render full co-operation in this effort.

Yours faithfully,

*Sandeep*

(Sandeep Kumar Sirha)

Under Secretary to the Government of India

Tel. No.23094714

Fax No. 011-23092344

Copy to:-

1. Addl. Secretary, (UT) MHA for furnishing information as asked for above.
2. DG (NIC), 3<sup>rd</sup> Floor A Block, CGO Complex Lodi Road, New Delhi, requesting him to direct State Informatics Officers of all States/UTs for extending their co-operation to State Personnel Departments in updating the Civil List of IAS Officers through the Web-based software developed by NIC-DOPT Computer Centre, Govt. of India.
3. Sr. Technical Director (NIC), NIC-DOPT.
4. E.O., DOPT, North Block, New Delhi.
5. Resident Commissioners of all States/UTs (as per list attached)

*Sandeep*

(Sandeep Kumar Sinha)

Under Secretary to the Government of India

Tel. No.23094714

Fax No. 011-23092344

*Instructions for entering*  
*the data for*  
*Civil List*  
*online*

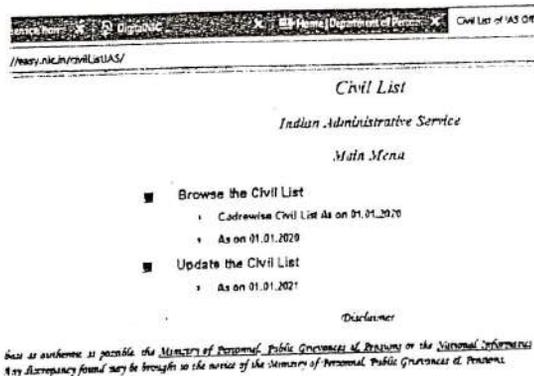
Services Division	Persinfotech Division
D/o Personnel & Training	National Informatics Centre
M/o Personnel, PG & Pensions	M/o Electronics & Information Technology
Govt. of India	Govt. of India

## Instructions for entering the data for Civil List through Internet

1. Invoke the Web Browser (Internet Explorer) on your computer.
2. Connect to the URL <https://dopt.gov.in> Click on the 'IAS' tab. Click on 'Civil List' from the menu appearing below.



3. A new window opens now that shows you the Main Menu, which contains two options as shown below.

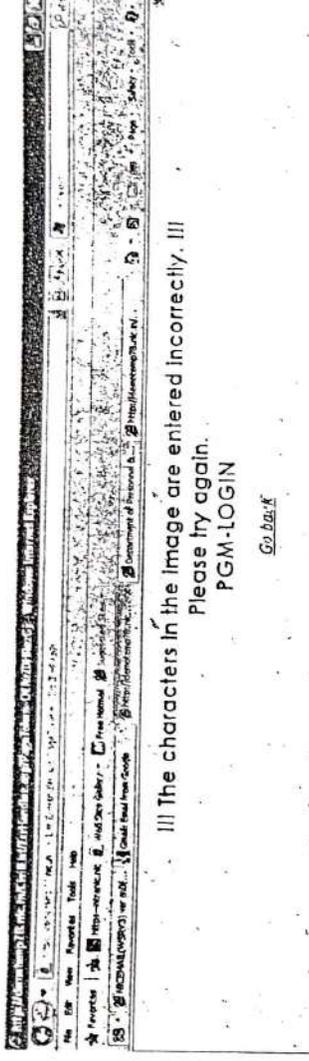


4. Choose the Option 'Update the Civil List as on 01.01.2021'.
5. A new Login Screen appears. Enter your login name, given password and the numbers shown in the image in their respective boxes.

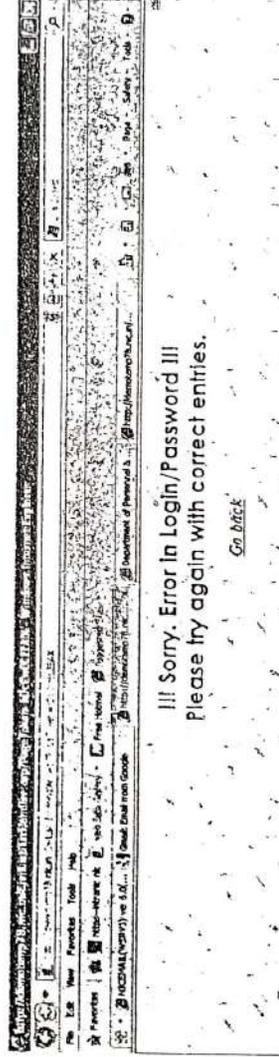
Please sign in here

Login	
Password	
Word verification	148928
Type the characters you see in the picture above.	
<input type="button" value="SUBMIT"/>	

If you do not enter the numbers displayed in the image properly, an appropriate error message will be displayed as follows.



If either your login or password is entered incorrectly, then the error screen will appear as shown below. Please note that the password is case sensitive.



6. After you login successfully, the main menu is shown which allows you perform various tasks such as update the Civil List, Print Civil List etc.

#### IAS Officers' Civil List Information System

Main Menu	
State/Cadre: Telangana	
<input type="button" value="Update Civil List"/>	<input type="button" value="Code Directory"/>
<input type="button" value="Print Civil List"/>	<input type="button" value="Change password"/>
<input type="button" value="Log out"/>	

7. Click 'Update Civil List' to change the details of the officer(s). The next screen brings you the list of officers in the format similar to that of printed Civil List.

Total No. of Officers Selected : 154

Click	Sl. No	Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
<input type="radio"/>	1	Shri Bhanu Prasad Acharya श्री भानु प्रसाद अचार्य Id No. 031200 29/08/1983 RR acharya	M.A.(Economics) M.Phil(Economics)	20/10/1960 1983 TG Cochin	Director General, GAD Of MCR-FCI and E.O. Secy, Chief Secy to Govt 21/12/2011	Level 17 in the Pay Matrix	
<input type="radio"/>	2	Shri Binay Kumar श्री विनोय कुमार Id No. 031000 29/08/1983 RR binay	B.A.,Hons; M.A.	05.05.1960 1983 TG Bihar	Secretary, W&S Steel, GCL, New Delhi 01/09/2018	Level 17 in the Pay Matrix On CD since 12/12/2013	
<input type="radio"/>	3	Shri Shailesh Kumar Joshi श्री शैलेश कुमार जोशी Id No. 022100 21/08/1984 RR joshi	M.Tech(Faculty Engg) Doctorate	20/12/1959 1984 TG Uttar Pradesh	Chief Secretary, General Administration 01-02-2013	Level 17 in the Pay Matrix	

8. To update the details of an officer, click on the radio button on the left side of the row containing the officer's details.

9. The screen now brings you the details of the officer as it would appear in the Civil List.

## IAS Officers' Civil List Information System

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Shri Depinder Singh Dhesi श्री दीपेंद्र सिंह धेसी Id No. 015000 01/09/1982 RR dhesi	M.A.(Economics)	07/06/1959 1982-87 Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  Update Column 2  Update Column 3  Update Column 4  List of Officers

Main Menu  
Logout

10. To change the personal details, pay scale, remarks etc. select the 1<sup>st</sup> option. To change the qualification details, select 2<sup>nd</sup> option. To change the posting details, select the 3<sup>rd</sup> option. To upload photo, select the 4<sup>th</sup> option. To go back to the list of officers, select the 5<sup>th</sup> option. Or you can either go to the 'Main Menu' or log out from the application.

11. If you select 'Update Columns 1/3/5', the screen brings you the editable entries at the bottom.

*IAS Officers' Civil List Information System*

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Shri Desinder Singh Dhesi श्री देवेंद्र सिंह धेसी Id No. 015000 01/09/1982-RR dhesids	M.A., Economics	07/06/1959 1982-HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  
  Update Column 2  
  Update Column 3  
  Update Column 4  
  Update Column 5  
  List of Officers

Main Menu  
Logout

Update Module (PERSONAL DETAILS)			
Title	First Name	Middle Name	Surname
Shri	Desinder	Singh	Dhesi
Date of Birth		Place of domicile	Mode of Recruitment
07/06/1959		Himachal Pradesh	RR
Allotment Year	Date of Appointment to IAS	Present Pay Scale	
1982	01/09/1982	Level 17 in the Pay Matrix	
Remarks, if any			
Serving Status			
<input type="button" value="Serving"/> <input type="button" value="Update"/>			

12. Make the desired changes to the entries shown and click on update. The following screen will be displayed.

*IAS Officers' Civil List Information System*

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Shri Desinder Singh Dhesi श्री देवेंद्र सिंह धेसी Id No. 015000 01/09/1982-RR dhesids	M.A., Economics	07/06/1959 1982-HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  
  Update Column 2  
  Update Column 3  
  Update Column 4  
  Update Column 5  
  List of Officers

Main Menu  
Logout

!!! Personal Details saved successfully !!!

The changes done get immediately reflected in the top half of the screen. [Please install Google Transliteration IME for updating names in Hindi. Refer Annexure].

13. To update the qualification details, click on 'Update Column 2'. The screen brings up 3 rows of editable entries of qualifications. The entries will appear in the Civil List according to their Serial Number. Hence change the serial number to reflect the correct order. If any entry needs to be deleted, please set the serial number to 0 (zero).

IAS Officers' Civil List Information System

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Shri Deepinder Singh Dhesi श्री दीपेंद्र सिंह धेसी Id No. 015000 01/09/1982:RR dhesids	M.A.,Economic	07/06/1959 1982:HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  
  Update Column 2  
  Update Column 3  
  Update Column 4  
  List of Officers

Update Module: Educational Qualification		
Sl. No.	Degree	Subject
1	M.A.	Economics
0		

After making the necessary changes, click on 'Update'. The following screen appears.

IAS Officers' Civil List Information System

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Shri Deepinder Singh Dhesi श्री दीपेंद्र सिंह धेसी Id No. 015000 01/09/1982:RR dhesids	M.A.,Economic	07/06/1959 1982:HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  
  Update Column 2  
  Update Column 3  
  Update Column 4  
  Update Column 5  
  List of Officers

!!! Qualification Details saved successfully !!!

14. To change the posting details, select 'Update Column 4'. The following screen shows up giving you the editable entries pertaining to posting details. The posting details consist of one mandatory Primary Charge.

IAS Officers' Civil List Information System

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Shri Deepinder Singh Dhesi श्री दीपेंद्र सिंह धेसी Id No. 015000 01/09/1982:RR dhesids	M.A.,Economic	07/06/1959 1982:HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  
  Update Column 2  
  Update Column 4  
  Update Column 6  
  List of Officers

Type of Posting		Cadre (If on Inter-Cadre Deputation)	
Cadre		N.A.	
Sl. No.	Designation	Min/Dept./Offical location	Date w.e.f.
1	Chief Secretary to Government	N.A. General Administration Haryana	31/12/2014

The necessary changes may be carried out and then click on 'Update' The following confirmation screen appears.

*IAS Officers' Civil List Information System*

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Smt. Deepinder Singh Dheal श्री दीपंinder सिंह धी Id No. 015000 01/09/1982;RR dhealids	M.A.(Economics)	07/06/1959 1982;HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2014	Level 17 in the Pay Matrix	

Update Column 1/2/5  Update Column 2  Update Column 4  Update Column 6  List of Officers

Main Menu  
Logout

!!! Posting Details saved successfully !!!

16. To upload photo of the officer, select 'Update Column 6'. The following screen shows up. Kindly ensure that the photo is scanned as a JPG file only with a maximum size of 20KB. Click 'Browse' to locate the photo and then click on Upload.

*IAS Officers' Civil List Information System*

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Smt. K Ratnasprabha श्रीमती के रातनाप्रभा Id No. 023600 01/09/1981;RR ratna@k	M.A.(Sociology) M.A.(English)	12/02/1958 1981;KN Andhra Pradesh	Chief Secretary to Government, Bengaluru 30/11/2017	Level 17 in the Pay Matrix	

Update Column 1/2/5  Update Column 2  Update Column 4  Update Column 6  List of Officers

Main Menu  
Logout

Photo File Name:  No file selected.

Once you click on Upload, the image gets saved and the screen changes as follows.

*IAS Officers' Civil List Information System*

Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Payscale Remarks	Photo
(1)	(2)	(3)	(4)	(5)	(6)
Smt. K Ratnasprabha श्रीमती के रातनाप्रभा Id No. 023600 01/09/1981;RR ratna@k	M.A.(Sociology) M.A.(English)	12/02/1958 1981;KN Andhra Pradesh	Chief Secretary to Government, Bengaluru 30/11/2017	Level 17 in the Pay Matrix	

Update Column 1/2/5  Update Column 2  Update Column 4  Update Column 6  List of Officers

Main Menu  
Logout

!!! Photo saved successfully !!!

17. Throughout the process, it may be observed that the changes carried out immediately get reflected on the top half upon updating. It would be similar to how it would appear in the Civil List and hence care may be taken regarding display order.

18. After updating online, the complete Civil List pertaining to the Cadre can be generated by clicking on 'Print Civil List' in the Main Menu. It conforms to the printed Civil List.

### IAS Officers' Civil List Information System

State/Cadre: Haryana

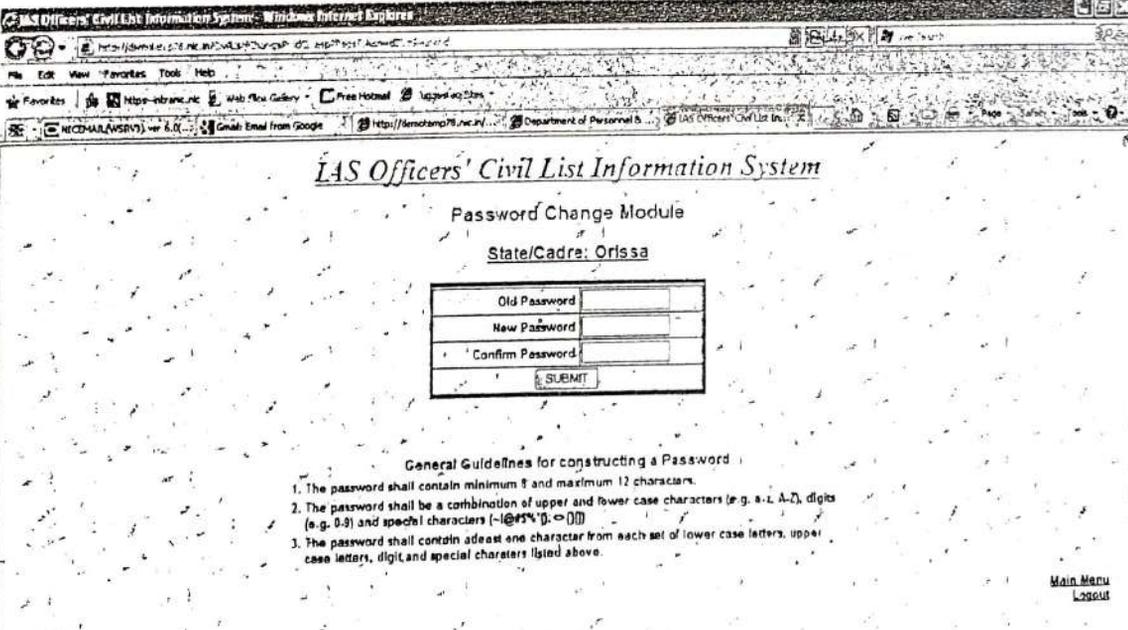
Print the page

Main Menu  
Logout

Total No. of Officers Selected : 147

Sl. No	Name Identity No. Dt. of Appointment Source of Recruitment IntraIAS Login	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present Post With Effect From	Pay scale Remarks	Photo
1	Shri Deepinder Singh Dhesi IntraIAS Login: dhesi Id No. 015200 01/09/1959,RR	M.A.(Economics)	01/09/1959 1987:HY Himachal Pradesh	Chief Secretary to Government, General Administration, Haryana 31/12/2011	Level 17 in the Pay Matrix	
2	Ms. Kashni Anand Arora IntraIAS Login: arora Id No. 015200 29/08/1983,RR	M.B.A.(Business Admn) M.Phil(Political Sc.)	11/09/1983 1987:HY Chandigarh	Add. Chief Secy. to Govt. of Haryana, Financial Commissioner, Revenue & Disaster Management and Consolidation 29/04/2015	Level 17 in the Pay Matrix	
3	Shri Yashvir Singh Malik IntraIAS Login: malik Id No. 015200 28/08/1983,RR	M.Sc (Law/Mgt) M.A.(English Lit)	19/02/1983 1983:HY Haryana	Secretary Ministry of Road Transport & Highways, Govt. of India 21/05/2017	Level 17 in the Pay Matrix On C.O. since 15/09/2014	
4	Ms. Harvy Sandhu IntraIAS Login: sandhu Id No. 015200 21/08/1984,RR	M.B.A. M.A.(Political Sc.)	25/11/1984 1984:HY Haryana	Add. Chief Secy, Vigilance, Co-operation Deptt. Haryana 21/08/2017	Level 17 in the Pay Matrix	

19. To change the password, click on 'Change Password' In the Main Menu. The screen as shown below comes up.



**IAS Officers' Civil List Information System**

**Password Change Module**

State/Cadre: Orissa

Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="button" value="SUBMIT"/>	

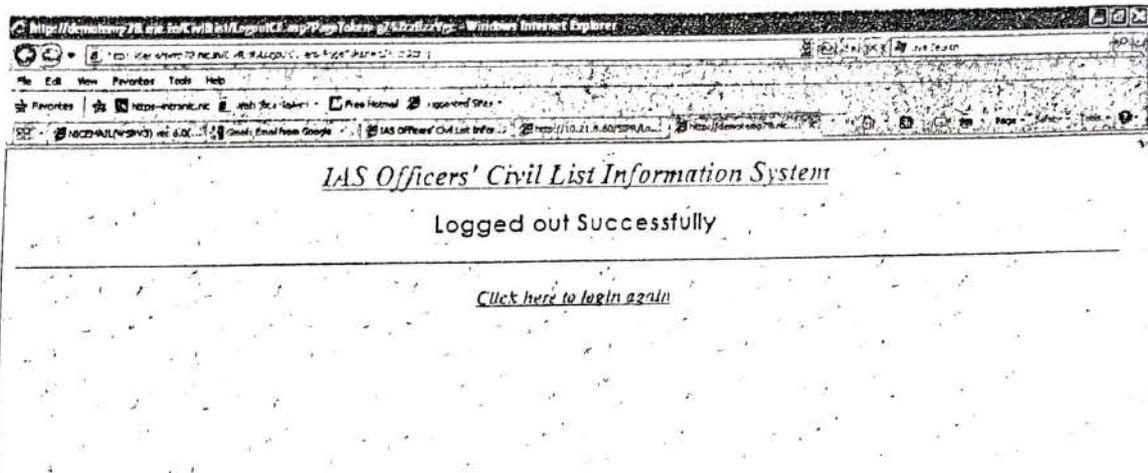
**General Guidelines for constructing a Password**

1. The password shall contain minimum 8 and maximum 12 characters.
2. The password shall be a combination of upper and lower case characters (e.g. a-z, A-Z), digits (e.g. 0-9) and special characters (-!@#\$%^&\*~) |
3. The password shall contain atleast one character from each set of lower case letters, upper case letters, digit and special characters listed above.

Main Menu  
Logout

11  
Enter the Old Password once and New Password twice in their respective boxes and click on 'SUBMIT'. Appropriate error messages are shown whenever something goes wrong. Please read the 'Guidelines for constructing a Password' prior to changing the password.

20. Do not forget to logout from the system after completing the job on hand. Or else, you will not be allowed to login, with the error message "You have already logged in." and will have to wait for the specified time to login again. Upon logout, the following screen comes up.



Note:

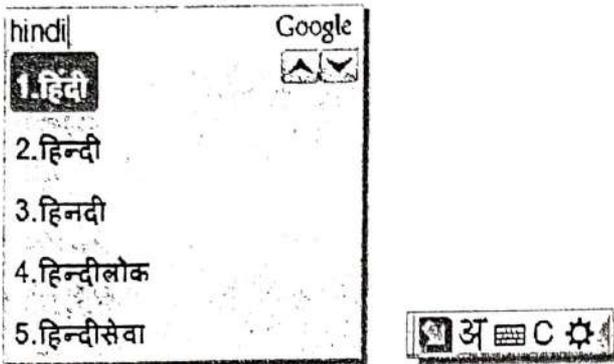
For Modifying Personal Details of an officer, send e-mail to: socm-dopt@nic.in

For any Suggestion relating to Seniority of an Officer, send e-mail to: so-ais3@nic.in

## Google Input Tools on Windows

Google Input Tools for Windows is an input method editor which allows users to enter text in any of the supported languages using a Latin (English / QWERTY) keyboard. Users can type a word the way it sounds using Latin characters and Google Input Tools for Windows will convert the word to its native script. Available input tools include transliteration, IME, and on-screen keyboards.

Google Input Tools for Windows is currently available for 22 different languages: Amharic, Arabic, Bengali, Persian, Greek, Gujarati, Hebrew, Hindi, Kannada, Malayalam, Marathi, Nepali, Oriya, Punjabi, Russian, Sanskrit, Serbian, Sinhala, Tamil, Telugu, Tigrinya and Urdu.



### Features

- **Offline Support**  
No internet connection is required.
- **Word Completions**  
Dictionary-based word completions for prefixes.
- **Personalized Choices**  
Remembers user corrections along with macro and canonical support.
- **Easy Keyboard**  
Dictionary-enabled keyboard to enter rare and complex words.
- **Quick Search**  
Single-click web search for highlighted words.
- **Cool Customizations**  
Customize candidate window size, display fonts and more.

### Installation

#### Install

To download and install, follow these steps:

1. On the [download](#) page, select the languages by checking the checkboxes. More than one language of input tools can be installed on the same client machine.
2. Check the checkbox before "I agree to the Google Terms of Service and Privacy Policy.", and click "Download" button to download installer.
3. Run the installer after download completed, and follow the instructions on screen.

**Note:** Only one instance of the Google Input Tools will be installed per machine, but the [configuration](#) can be set differently for each user.

## Uninstall

To uninstall, follow these steps:

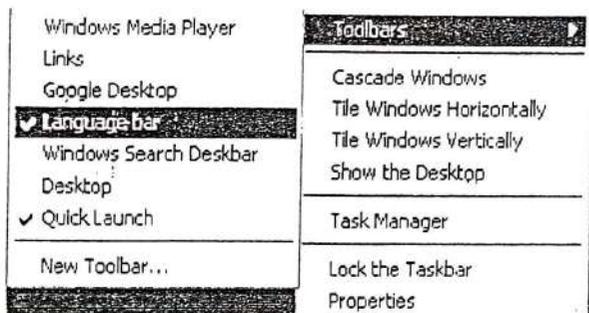
1. Click on the "Start" menu.
2. Select "Control Panel" and then go to "Add or Remove Programs".
3. To uninstall all languages including the framework:
  - o In the program list, select the "Google Input Tools" then click on "Change/Remove" button.
  - o In the "Uninstall Google Input Tools" dialog box, click "Yes".
  - o You need to restart computer to make it take effect.
4. To uninstall one language:
  - o In the program list, select the "Google Input [Language]" then click on "Change/Remove" button.
  - o In the "Uninstall Google Input [Language]" dialog box, click "Yes".

## Configuration

To use Google Input Tools with other applications, first open the application and then select the input tool. Google Input Tools can be opened by clicking on the language bar on the desktop, then selecting the input tool language icon. Alternatively, input tools can be enabled using a shortcut key if it has been configured previously. To close an input tool, change the language in language bar, right-click on the current application to see whether it supports 'Close IME' popup menu option, or just close the current application).

### Displaying Language Bar

On the desktop, right-click on the taskbar, then select Toolbars → Language bar



### Enabling Language Bar

If the 'Language bar' option is not visible in the 'Toolbars' menu, it needs to be enabled through the Control Panel:

## **Windows 7/Vista**

1. Navigate to the Control Panel → Regional and Language Options → Keyboard and Languages tab
2. Click on the Change keyboards... button and open the Text services and input languages dialog
3. Navigate to Language Bar tab
4. Enable the radio button Docked in the taskbar under the Language Bar section
5. Apply all settings, then try to display the language bar as described in the previous section.

## **Windows XP**

1. Go to Control Panel → Regional and Language Options → Languages tab → Text services and input languages (Details) → Advanced tab
2. Make sure that under System configuration, the option Turn off advanced text services is not checked.

3. Go to Control Panel → Regional and Language Options → Languages tab → Text services and input languages (Details) → Settings tab
4. Click Language Bar
5. Select Show the Language bar on the desktop. Click OK.
6. Go to Control Panel → Regional and Language Options → Languages Tab
7. Make sure that the option Install files for East Asian languages is checked in the checkboxes. This requires installation of system files and the system will prompt for you to insert the Operating System Disc.
8. If you are going to install IME for Indic languages or right-to-left languages, also make sure that the option Install files for complex scripts and right to left languages is checked in the checkboxes. This requires installation of system files and the system will prompt for you to insert the Operating System Disc.
9. Apply all settings and try to display language bar as described in the previous section.

### Input Tools Shortcut

A shortcut key sequence can be applied to input tools, which can be used to quickly enable them for any in-focus application. To set up a shortcut, follow these steps:

### Windows 7/Vista

1. Control Panel → Regional and Language Options → Keyboard and Languages tab
2. Click on Change keyboards... button to open Text services and input languages dialog
3. Navigate to General tab
4. If Google [Language] Input is not listed in Installed Services box, then click Add; in the Add Input language dialog box, go to the language for which you want to enable the input tools in the languages tree and expand it. Check the checkbox next to Google [Language] Input in the list.
5. Navigate to Advanced key settings tab
6. In Hot keys for input languages, select To [Language] - Google Input Tools
7. Press Change Key Sequence
8. Select Enable Key Sequence
9. Select a key sequence, such as Left ALT + SHIFT + Key 1
10. Apply all changes
11. Test the changes - open an application and press Left ALT + SHIFT + Key 1 (or your custom shortcut) and the input tool should open.

### Windows XP

1. Control Panel → Regional and Language Options → Languages tab → Text services and input languages (Details) → Settings Tab
2. If either [Language] or Google [Language] Input is not listed in the Installed Services box, then click Add and in the Add Input language dialog box select [Language] in Input language and Google [Language] Input in Keyboard layout/IME. Click OK
3. Press Key Settings
4. In Hot keys for input languages, select Switch to [Language]-Google [Language] Input
5. Press Change Key Sequence
6. Select Enable Key Sequence
7. Select a key sequence, such as Left ALT + SHIFT + Key 1
8. Apply all changes
9. Test the changes - open an application and press Left ALT + SHIFT + Key 1 (or your custom shortcut) and the input tool should open.

**I do not see the language toolbar.**

Check the configuration section.

**I can't find the IME in the language toolbar after installing it on Windows XP.**

If you're using a Windows XP, you need to install the East Asian language support which contains the required IME components. Check the Configuration → "Enabling Language Bar" → "Windows XP" for instructions.

**The word I want does not appear in any of the choices.**

If the word you are trying to type does not appear in the list of choices, first check the other pages (click the up/down arrows at the far-right of the input tool). If the word is still not available, you can use the keyboard.

**I see only boxes as choices. No character in the input tool language is displayed in the edit window.**

Make sure that you have installed a Unicode font such as Arial Unicode MS, supporting the input tool language. If a supporting font is installed, select it by customizing the font from the input tool menu.

**How do I update to a newer version?**

Google Input Tools automatically updates to the latest version whenever an update is released. The update process happens silently, whether or not you're using any input tools at the time. If Google Input Tools is open at the time of the update, you must close the tool and restart the system for the new version to take effect.

**I uninstalled the IME, but it's still in the program list in Control Panel. When I tried to uninstall it again, it popped up error message.**

Try to refresh the program list. The program could probably be uninstalled successfully, so error happens when you try to do it again.

**I can't re-install it successfully after uninstallation?**

Make sure that you restarted the system after uninstalling the Google Input Tools framework, and follow the instructions in the installation section.

**I installed the IME for my language, but it was displayed as "unknown language" in the language toolbar on Windows XP.**

If you are using any of Amharic, Oriya, Sinhalese, Tigrinya on Windows XP, you may need to install specific language support for these languages.

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**Proforma for furnishing information in respect of IAS officers of AGMUT cadre for  
Civil List 2021 (as on 01.01.2021)**

S. No.	Name Identity No. Date of Appointment Source of Recruitment Intral IAS login Email-ID of the officer	Qualification (Max two qualification)	Date of Birth  Allotment Year  Cadre & Domicile	Present post (with effect from)	Present pay level	Recent passport size photograph of IAS officer
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