

डा. रेखा पै  
Dr. Rekha-Pai



वन महानिरीक्षक  
भारत सरकार  
पर्यावरण एवं वन मंत्रालय  
INSPECTOR GENERAL OF FORESTS  
GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT & FORESTS

D.O. No. F. No. 12026/15/2014-IFS-I

Dated: 20<sup>th</sup> November, 2014.

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

Sir/Madam,

The Ministry is maintaining 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 hash followed by no. 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://www.ifs.nic.in>. In case of any difficulty the officer can contact on following emails : [bksishwalifs@yahoo.co.in](mailto:bksishwalifs@yahoo.co.in), [neelusef@nic.in](mailto:neelusef@nic.in), [ifs@nic.in](mailto:ifs@nic.in)

3. So far, around 25% of officers (718 officers out of around 2700 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 different 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 update ERs records while holding the DPC meeting.

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

With kind regards,

Enclosure: As above.

Yours sincerely,

*Rekha Pai*  
(Dr. Rekha Pai)

Inspector General of Forests (IFS)  
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As per list

The Principal Secretary (Forests) of all State Governments / UTs.

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copy to all the IFS officers (through website) for updating their ER sheet on [www.ifs.nic.in](http://www.ifs.nic.in).

*M. K. Singh*  
15/9/15