

F. No. 25-27/2019-SPG
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, New Delhi

Dated: 21/11/2019

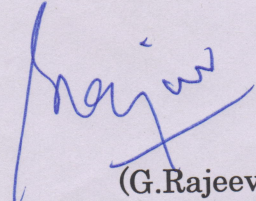
OFFICE MEMORANDUM

Subject: Creation and Maintaining of Executive Record Sheets of IPoS.

The undersigned is directed to refer to DoP&T D.O No. 3/1/2015-EO (CM) dated 29, October, 2019 (copy enclosed) and to say that this office is required to create and maintain the executive records sheets of all Indian Postal Service officers showing their profiles, posting and experience details as advised by DoP&T for considering their empanelment to hold Joint Secretary level posts at the centre.

2. In the view of the above, all the officers who are posted in Postal Directorate and on deputation have to submit requisite information, in the format enclosed herewith, to this office in excel format at directorstaff@indiapost.gov.in and dopspg@gmail.com at the earliest. The same shall also be sent in the hard copy to this office.

Encl.: as above


(G. Rajeev)
Director (Staff)

Copy to:

- All DDsG, Dak Bhawan,
- All Indian Postal Service (IPoS) officers on deputation
- GM (CEPT) - for uploading on website
- ADG (Admin.), Dak Bhawan – for circulation among Group 'A' officers of Directorate via e-Office

पदीप कुमार त्रिपाठी

P. K. TRIPATHI

स्थापना अधिकारी और

विशेष सचिव

ESTABLISHMENT OFFICER &
SPECIAL SECRETARY

Tel: 23092370, Fax: 23093142

E-mail: eo@nic.in

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



सत्यमेव जयते



भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

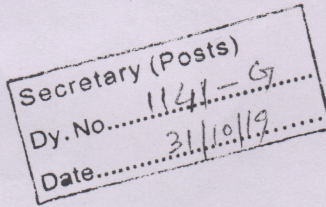
DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSIONS

NORTH BLOCK NEW DELHI-110001

29th October, 2019



Dear

Sir,

This is regarding giving access to the Executive Record (ER) Sheets of Indian Postal Service officers showing their profiles, posting and experience details for linking with the EASY software of DoPT.

2. In this regard it may be noted that for consideration of empanelment to hold Joint Secretary level posts at the Centre, Cadre Controlling Authorities are required inter alia to submit a proposal to DoPT on the EASY software. However, the profile and experience details of officers are not readily available, and details have to be sought each time from the CCA. In the meeting held on: 16.10.2019 with the CCAs, this matter had been discussed in detail and it was decided that the CCAs would provide requisite access to the Executive Record Sheets of officers to NIC, DoPT for linking to the EASY software. Furthermore, for Services which do not have ER sheets, it was decided that they would start maintaining the same and NIC, DoPT may be contacted for any support as may be required. Shri Y.V. Ramana, (Technical Director) or Ms. S. Shobhana, (Technical Director), in NIC, DoPT may be contacted in this regard.

3. I shall be grateful if you could kindly direct the concerned officers in your Ministry / Department to take immediate action in this matter.

With regards

रूप महाविदेश (कार्मिक) का कार्यालय

O/o Dy. Director General (P)

अ. सं./Dy. No. 3933

दिनांक/Date 1.11.19

1897
Dy. No. 07/11

Yours sincerely,

(P K Tripathi)

Sh. Ananta Narayan Nanda,
Secretary,
Department of Posts,
Dak Bhawan, Sansad Marg,
New Delhi - 110001.

अ. सं. (ए. न. नं.)

A.D. (SPG)

अ. सं./Dy. No. 6957

दिनांक/Date 5/11/19

ADH/SPH
4/XI
please put up
AD (SPG)



सूचना
का अधिकार

<http://persmin.gov.in>

Complete Bio Data

Name	
Employee Id or Identity No.	
Service / Cadre / Allotment Year	
Source of Recruitment in Service (at JTS Level) (Direct or Promotion)	
Date of Birth	
Gender	
Place of Domicile	
Mother tongue	
Languages Known	
Retirement Reason	

II. Details of Central Deputation

A. 1. Whether Presently on Deputation to Gol ?

2. Date of Start of Central Deputation

3. Expiry date of tenure of Central Deputation

4. Tenure Type

B. If in Cadre, date of reversion from central Deputation,

If any

C. Whether debarred from Central Deputation, If so,

Period of debarment

III. Educational Qualifications.

S.No.	University / Institute	Subject	Division

IV. Posting Details

VI. In-Service Training Details.

S.No.	Year	Training Name	Institute	City	Duration

VII. Domestic Training Details.

S.No.	Year	Name	Subject	Duration

VIII. Foreign Training Details.

S.No.	Year	Name	Subject	Duration	Country

Debarment From Foreign Training

1. Whether Debarred from Foreign Training ?

2. If so, period of debarment

IX. Awards / Publications.

S.No.	Type	Area	Year	Name / Description	Awards Given by / Publisher's Name	Subject	Level