

F.No.ADMIN-65013/19/2024-P.I
Government of India
Ministry of Environment Forest and Climate Change

Prithvi Wing, 1st Floor,
Indira Paryavaran Bhawan
Jorbagh Road, New Delhi-110003

Date: 26.06.2024

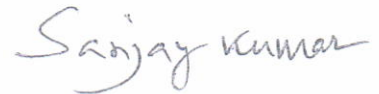
OFFICE MEMORANDUM

Subject: Preparation of Executive Record (ER) Sheet in respect of Scientists of this Ministry

The undersigned is directed to say that this Ministry is in the process of preparing an Executive Record (ER) Sheet on service details in respect of Scientists of this Ministry. The ER Sheet contain personal details, educational qualifications, posting details, promotion details, training details etc. The ER Sheet will aid in swift processing of service matter of Scientists of this Ministry. A copy of blank ER Sheet is enclosed.

2. All the Scientists under the cadre control of P.I Section are requested to fill/enter the data/information in the ER Sheet and get it sent through their controlling officers to P-I Section, MoEF&CC within 10 days from the issue of this O.M. Scientist posted in this Ministry may send the duly filled ER Sheet through their controlling officers, while the Scientists posted in Regional Offices may send the same through their respective Head of Office. A soft copy of the duly filled ER sheet may also be sent via email to mohan.lalit90@nic.in and sanjeev.88@gov.in.

Encl: As above.



(Sanjay Kumar)
Under Secretary (Admin P-I)

To,

1. All Scientists of MoEF&CC
2. All Divisional Heads of MoEF&CC
3. The Head of Office, All Regional offices, MoEF&CC
4. CS-II Division – for necessary action in respect of scientist under their administrative control
5. Consultant (IT) – for uploading the same in e-office
6. PPS to JS(Admin)
7. PA to DS(Admin)

ER Sheet for Scientists (MoEF&CC)

1. Personal Details:-

- (i) Name :-
- (ii) Date of Birth:-
- (iii) Entry Grade and Date of Appointment:-
- (iv) Discipline:-
- (v) Father's Name:-
- (vi) Place of Domicile :-
- (vii) Address:-
 - A. Permanent:-
 - B. Current :-

2. Educational Qualification:-

- (i)
- (ii)
- (iii)
- (iv)

3. Posting Details:-

| S.No. | Designation | Place of Posting | Period(From- To) |
|-------|-------------|------------------|------------------|
| (i) | | | |
| (ii) | | | |
| (iii) | | | |
| (iv) | | | |

4. Promotion Details:-

| Sl No. | From | To | Date of Promotion |
|--------|------|----|-------------------|
| (i) | | | |
| (ii) | | | |

| | | | |
|-------|--|--|--|
| (iii) | | | |
| (iv) | | | |

5. **Training Details:-**

| S.No. | Course Name | Place | Period |
|-------|-------------|-------|--------|
| (i) | | | |
| (ii) | | | |
| (iii) | | | |
| (iv) | | | |

6. **Training undergone as part of Capacity Building under Karmayogi:-**

| S.No. | Course Name | Place | Period |
|-------|-------------|-------|--------|
| (i) | | | |
| (ii) | | | |
| (iii) | | | |
| (iv) | | | |

7. **Publication:-**

8. **Award:-**

(Signature)

Name:-

Designation:-

Place:-