

F. No. A-12034/2/2023-CAC  
Ministry of Finance  
Department of Expenditure  
Office of Chief Adviser Cost

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2<sup>nd</sup> Floor, C Wing, LokNayakBhawan,  
Khan Market, New Delhi.

Dated: 07<sup>th</sup> June, 2023

**OFFICE MEMORANDUM**

**Subject: Executive Record Sheet of ICoAS Officers – reg.**

The undersigned is directed to refer to the subject cited above and to state that the information in **Executive Record Sheet** is required as per the DoP&T instructions and is to be maintained by the cadre office. Therefore, it is requested to all the ICoAS officers to furnish the Executive Record Sheet at the earliest.

**Further, it is stated that the information sought in Executive Record Sheet is dynamic in nature and if there are changes in it (due to promotions, transfers & postings etc.), the updated Executive Record Sheet/ information may be sent to this office (cadre) at regular intervals for updation of records.**



(Prakash Hemani)

Deputy Director (Cost)

Ph. 011- 24693487

To,

All ICoAS Officers

\* Duly filled ER sheet to be sent on email ID: [web-cac@nic.in](mailto:web-cac@nic.in)

\* ER Sheet Performa can also be download from the website of this office i.e. <http://cac.gov.in>