

F. No. A-12034/5/2012/CAC
Government of India
Ministry of Finance
Department of Expenditure
Office of Chief Adviser Cost

2nd Floor, 'C' Wing, Lok Nayak Bhawan,
New Delhi. dated: 21st November, 2014

OFFICE MEMORANDUM

Subject: Maintaining Executive Record Sheet of ICoAS Officers-reg.

The undersigned is directed to refer to the latest instructions issued by the Department of Personnel & Training (DoPT) on the above referred subject and to state that Executive Record (ER) Sheets of ICoAS officers are mandated to be maintained in the Office of Chief Adviser (Cost). Accordingly, a Format for the same is enclosed herewith for completing in all respects and forwarding it to this Office along with soft copy (in Excel sheet on email web-cac@nic.in) within 15 days, for further necessary action.

2. Format can also be downloaded, if needed, from the website of this Office at <http://www.cac.go.in>.



(Vikas Mathur)
Assistant Director (Cost)

Encl.: As Above

All officers of ICoAS cadre (As per list enclosed).

Executive Record Sheet for Indian Cost Accounts Service Officers

- 1 Name :
- 2 Date of Birth :
- 3 Sex (Male/Female) :
- 4 Place of Domicile :
- 5 Language Known :
 - a) Mother Tongue :
 - b) Indian Languages :
 - c) Foreign Languages :
- 6 Date of Joining ICoAS & Allotment Year :
- 7 Category (SC/ST/OBC/UR) :
- 8 Email Address :
- 9 Qualification Details :

S.No	Degree/Diploma	Institution/University	Main Subject(s)	Year of Passing/ Division

- 10 Experience Details :

S.No	Designation	Level/Grade	Department/Office	Cardre Post Or Deputation Post (Central Staffing or others)	Major Experience	Period (From/To)

- 11 Training Details (Domestic/Foreign)

S.No	Year	Training Name	Institution	City/Country	Domestic/ Foreign	Duration (In weeks)

- 12 Awards/Publication Details :

Signature