EM: Above

This issue with the approval of competent authority.

4. Department of e-mail ID to share:

Your State Cadre all the relevant and action completion report may be sent to this

Therefore, it is requested to upload the photos of IAS officers borne on

I am directed to refer to the subject noted above and to say that it has been

Subject: Inclusion of photos of the IAS officers in online version of the Civil list

Date: June 2018
North Block, New Delhi

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Ministry of Personnel, Public Grievances & Pensions
Government of India
No. 2017/1/2017-1S-III

By Speed Post
Operation Guide to Upload Photograph

Civil List Information System

Department of Personnel & Training
Click 'Choose file' button and choose photos which you want to upload.

After successful login, 'Bulk Upload Photograph' page will appear as below.

Enter your user id and password and click on 'LOGIN' button.

Please visit the URL https://easy.nic.in/Phportal. The following screen appears.
They will get assigned to the correct officer's detail. If the photo column will be blank for some officers and the photo column will be blank for some officers and if any photo does not match with officers' ID, then these will appear on top of the right side panel. The following screenshot describes the scenario.

Now the uploaded photos will appear along with the officers' details on the bulk upload photographs.

After selecting all the files, click on 'Upload' button.

Note: Only JPG image is allowed and the size should not exceed 30 KB.

01KL038285.jpg
If officer identity number is 01KL038285 then the file should be named as 01KL038285 | 01KL038285.jpg while saving the scanned photographs, the following naming convention should be followed: The identity number of officer followed by .jpg