

No.21/02/2018-CS.I (PR/CMS)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated 24th December, 2019.

OFFICE MEMORANDUM

Subject: Request for vigilance update in Web Based Cadre Management System in respect of CSS officers – instructions for Nodal Officers

The undersigned is directed to say that the Web Based Cadre Management System is functional since 2012. It is enabled to capture the data of all CSS officers relating to their date of joining, address, posting, promotions, training etc.

2. For effective and efficient cadre management, it is necessary that the data of all officers is available on real time basis. In absence of complete data, CSCMS portal cannot be fully relied upon for processing cases related to Rotational Transfer, Promotion, Voluntary Retirement etc. It is seen that at the time of promotions, the cases gets delayed for want of updation of vigilance status of officers in the zone of consideration. Hence it has been decided to strengthen the Vigilance Information System.

3. Presently, the vigilance status of the decentralized grades is available only with the cadre units and the vigilance status of Under Secretary and above level is only shared with CS Division at the time of promotion etc.

4. It has now been decided that vigilance status of all grades of officers will have to be updated on a quarterly basis by all the cadre units on the CSCMS. If any change in the vigilance status of any officer happens in the interim period, the same should be updated immediately. The detailed process is enunciated below :

4.1 **ASO and SO Grades:** In the first instance, all the Cadre units will update the vigilance status of all the officers. Subsequently, the same will be reviewed by them on quarterly basis and revised. If there is a status change within the three months' period, the same has to be reflected on the CSCMS immediately.

4.2 **US and above grade:** In the first instance, all the Cadre units will update the vigilance status of all the officers. Subsequently, the same will be reviewed by them on quarterly basis and revised. If there is a status change within the three months' period, the same has to be reflected on the CSCMS immediately.

5. This exercise will be completed in a phased manner. In the first phase, the vigilance status of the senior most officers as identified below may be updated :

- (a) All Under Secretaries of 2003, 2004 & 2005 batch presently holding the post of Deputy Secretary on adhoc basis.
- (b) All Under Secretaries of 2010 and 2011 batch
- (c) All Section Officers of 2011 and 2012 batch
- (d) All Assistant Section Officers of 2011 batch

The vigilance status of these officers may be updated on the portal on or before 15th January, 2020.

6. In the second phase, the vigilance status of the rest of the officers, may be updated. This information should be updated compulsorily not later than 28th February, 2020. Subsequently, the status may be updated every Quarter ending March, June, September and December respectively.

7. A hard copy of vigilance status of Under Secretary and above level as mentioned in para 5 (a) & (b) may also be made available to AVD.I, DOPT, North Block, New Delhi. A copy of O.M.No.21/1/2014-CS.I(U) dated 09.05.2014 explaining the procedure for updating the vigilance status in CSCMS is enclosed for necessary action of the Nodal Officers of all Ministries/Departments.

Encl: As above


(Sanjay Kumar Das Gupta)
Under Secretary to the Govt. of India
Tel.No.24629412/14

Ministries/Departments/Officers concerned.
(Through website of DOPT)

Copy to:

1. Under Secretary (AVD.I), DOPT, North Block, New Delhi.
2. US(CS.I/D)/ US (CS.I/U)/US(CS.I/S)/US(CS.I/A)

No.21/1/2014-CS.I(U)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

2nd Floor, Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 9th May, 2014.

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System for CSS Officers of Under Secretary and above - instructions for Nodal Officers to forward the cadre clearance request online for deputation

All the Ministries/Departments are aware that CSS officers are required to apply online through the web based cadre management system hosted at URL: cscms.nic.in for cadre clearance for deputation. While cadre clearance upto SO level is granted by the Ministries/ Departments concerned, the requests in respect of US and above level are to be forwarded to this Department for consideration.

2. Till recently, the Nodal Officers of the respective Ministries/Departments were simply required to forward the online request of the officers to CS Division. Now the vigilance status of the individual officer is linked with cadre clearance in order to have updated information. Accordingly, the Nodal Officer is first required to update the vigilance status of the individual officer in the system and only thereafter can forward the request to CS Division.

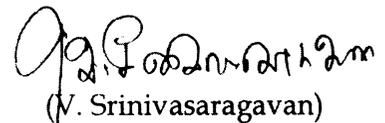
3. The following steps should be followed for submission of online request for cadre clearance for deputation:

- (i) Officer concerned will apply on line for cadre clearance for deputation
- (ii) On submission of online request from an individual officer for deputation, the Nodal Officer needs to go to the vigilance module.
- (iii) In the vigilance module, the first heading appears is "Request for Status". Click this heading and select the individual officer who has applied for deputation.
- (iv) After the name of the individual officer appeared in the screen alongwith other names, the Nodal Officer has to first select the word 'Deputation' from the drop down menu in the box titled "vigilance for". Thereafter, the

name of concerned officer is required to be highlighted. Finally, the "send vigilance request" box in the bottom is required to be clicked followed by clicking the ok button on appearing of message that vigilance request sent successfully.

- (v) In the vigilance module, the second heading appears is "Intimation of Status". On clicking this heading, again the name of concerned officer will appear alongwith other names. Select the officer by clicking on the name and click the modify button in the bottom. Now a vigilance clearance form will appear. Fill up all the left hand side columns, which is meant for vigilance status by Min./ Deptt., specially the * asterisk mark which is mandatory. After completing the form, click the update box in the bottom and thereafter the ok button.
- (vi) Now come back to deputation module and open the cadre clearance form of concerned individual officer. Here the Nodal Officer can see that vigilance status by Min/Deptt. will be shown as cleared instead of pending. The Nodal Officer can now forward the cadre clearance request online to CS Division.

4. It has been observed that after the individual officers submit online request for deputation to their Nodal Officer, the Nodal Officer does not forward it online to CS Division. Many such proposals are shown to be pending at the level of Nodal Officers in the System. It may be due to difficulty being faced by them on linking of vigilance status. It is expected that by following the above instructions, the Nodal Officer will forward the cadre clearance request online promptly to CS Division. A relevant portion of the advertisement may invariably be uploaded in the space provided for the purpose in the cadre clearance form. In case, it is not found possible, for any reason, to upload the advertisement, the hard copy of it may be forwarded to this Division. **It is made clear that until the Nodal Officer forward the cadre clearance request online alongwith relevant portion of the advertisement or the hard copy of the advertisement to CS Division, the case of individual officer will not be processed for cadre clearance.** Therefore, in their own interest, the concerned individual officer should ensure that their cadre clearance request should be promptly forwarded to CS Division by their respective Nodal Officers.


(V. Srinivasaragavan)

Under Secretary to the Government of India
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To

All Ministries/Departments of Govt. of India.