

IMMEDIATE

**No.25/1/2013-CS.II(B)
Government of India
Ministry of Personnel PG & Pensions
Department of Personnel & Training**

**3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.**

Dated : 23rd December, 2013

OFFICE MEMORANDUM

Subject : Launching of Web based Software for CSSS – reg.

Reference is invited to this Department's O.M. of even No. dated 12.09.2013 vide which the software/ database in respect of officers of CSSS and CSCS were posted.

2. The Web-based system has since been hosted on an NIC server and is available at **URL:<http://www.cscms.nic.in>**.

3. As the Cadre Units are aware, the cadre management functions of CSSS at present are carried out by manual updation of data by keeping track of each and every development. This obviously is a cumbersome task as sometimes orders issued by the Ministries/ Departments in implementation of orders issued by this Department or otherwise are not received in time by CS-II Division and vice-versa. Absence of accurate updated information leads to delay in carrying out cadre management activities. The Web-Based Cadre Management System being launched will result in updation of the data on real time basis and would subsequently facilitate speedy decisions relating to cadre management functions. The primary objective behind the Web-Based Cadre Management System is, therefore, to reduce paper work and delay involved in cadre management of CSSS by shifting cadre management related activities online.

4. Officers can log in to the system with a default user ID which is a combination of 8 digit date of birth followed by first four letters of their names i.e. ddmmYYYYabcd. For instance, if the name and date of birth of the officer is Ramanujan and 10.02.1975 respectively, his user ID will be 10021975rama. The default password is apple123 which may be changed at the first login. User manual of the system is available at the Help tab after login to the system.

5. Availability of complete and accurate data in respect of the officers is indispensable for successful operation of the system. The basic available information in respect of the officers has been uploaded by this Division. Cadre Units and individual officers of CSSS are requested to log in to the system to check if the

