

No.21/11/2010-CS.I (U)
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan
Khan Market, New Delhi

Dated: 16th July, 2013

OFFICE MEMORANDUM

Subject: Scanning of ACRs/ APARs from the year 2000-2001 onwards in respect of all the three services of Central Secretariat viz. CSS, CSSS and CSCS reg.

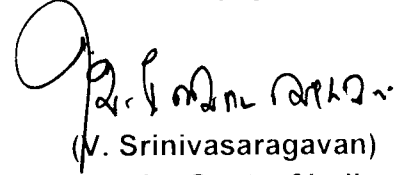
As Ministries/ Departments are aware this Department has launched Web Based Cadre Management System (WBCM) for the three services of Central Secretariat viz. Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and Central Secretariat Clerical Service (CSCS). The system is presently hosted in a test server at URL: <http://10.21.145.125> which will be moved to NIC Server shortly and can be accessible from the entire network.

2. One of the components of the system is to link the scanned copies of the ACRs/APARs in the WBCM with a view to facilitate holding of DPCs and issue of Select Lists on time. There are a total of 23000 officers in all the three services. As this Department is centrally maintaining ACRs/APARs of US and above level officers it has already scanned ACRs/APARs in respect of 2000 officers of US and above level. Accordingly, we need to scan the ACRs/APARs of the remaining 21000 officers from all the Ministries/ Departments and link them to WBCM.

3. This Department has engaged M/s. Procurve Computer Systems Pvt. Limited for scanning of ACRs/APARs. The Company's representatives will be visiting Ministries/ Departments to scan the ACRs/APARs of all the officers of CSS, CSSS and CSCS from the year 2000-2001 onwards and provide soft copies to CMC Ltd., Noida for linking them to the WBCM system.

- 2/-

4. All the Ministries/ Departments are therefore, requested extend necessary assistance to the representatives of M/s. Procurve Computer Systems Pvt. Limited for scanning of ACRs/APARs of all officers of three services of Central Secretariat i.e. CSS, CSSS and CSCS so that the task of scanning could be finished in a time bound manner. After scanning Ministry/ Department may please certify the no. of pages scanned by the firm so as to enable this Department to make payment of the same.



(V. Srinivasaragavan)
Under Secretary to the Govt. of India
Tele.:24629412

To

Director/Deputy Secretary (Admn.),
Ministry/ Department (as per std. list)

Copy to:

1. Director (Admn.), DoPT, North Block, New Delhi – w.r.t. their letter No. D-21019/1/2012-Ad.II dated 11.6.2013.
2. Director (CS.II), DoPT - the progress of scanning of ACRs/ APARs of officers of CSSS and CSCS may kindly be monitored.
3. All Sections in CS.I Division.
4. M/s. Procurve Computer Systems Pvt. Limited, Flat No. 14 (SR), Shirram Business Centre, LGF, Krishna Market, Lajpat Nagar –I, New Delhi – 110024 - Report in respect of each Ministry/ Department should be furnished to CS.I /CS.II Division/Admn. Division in the prescribed format.
5. CMC Limited, A-61/A, 2nd Floor, Sector 63, Noida – 201301 - It is requested that the scanned ACRs/APARs be linked to the Web Based Cadre Management System.

Report to be submitted by Ministries/ Departments on Scanning of ACRs/APARs of CSS/CSSS and CSCS officers

Name of the Ministry/ Department: _____

Number of officers in various designations of CSS/CSSS and CSCS

Designation	No. of officers
Section Officer	
Assistant	
UDC	
LDC	
Private Secretary	
Personal Assistant	
Stenographer Grade D	

Total number of pages of ACRs/APARs scanned by M/s. Procurve Computer Systems Pvt. Limited:

It is certified that ACRs/APARs of all officers in the above designations as available as on date have been scanned.

Signature:

Name:

Designation:

Ministry/ Department:

Telephone No.:

Date:

Report to be submitted by Procurve Computer Systems Pvt. Limited on Scanning of ACRs/APARs of CSS/CSSS and CSCS officers

Name of the Ministry/ Department: _____

Details of ACRs/APARs scanned

Name	Designation	DoB	Years of ACRs scanned

Total number of pages scanned: