Archana Varma
Joint Secretary (AV)
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सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लाक, नई दिल्ली - 110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D. O. No. 21/01/2016/CS-I(PR/CMS)

Dated, November 16th, 2016.

Dear Sir/ Madam

As you are aware, this Department has been issuing instructions from time to time for regular updation of data of Central Secretariat Service Officers in the Web Based Cadre Management System. These instructions are available on the website of this Department at the link - http://persmin.nic.in/DOPT_CSDivision_Index.asp under the classification - 'Web Based Cadre Management'. I am enclosing a copy of one such OM issued in December, 2015 for perusal, wherein the Nodal Officers in the departments were requested to do the needful to ensure that complete data is made available.

2. As you are further aware, a dashboard for CSS officers is to be operationalised, which will display the incumbency position in various departments, along with the service particulars/ vigilance status/ APARs entries of the incumbent CSS Officers. This Department has accordingly requested the Ministries/ Departments on 19.08.2016, 05.10.2016 and 21.10.2016 to provide the incumbency position/names of CSS Officers and the status of updation of data. I am enclosing a copy of the said OM dated 19.08.2016 as well.

3. It is noted that despite requests, the Nodal Officers have not followed the instructions issued from time to time. It is, therefore, requested that necessary directions may be issued to the concerned officials so that the task is completed in a time bound manner.

Yours sincerely

Encl: As above.

(Archana Varma)

To

Joint Secretary (Administration) of all Ministries/ Departments

(Through website of Department of Personnel & Training)

सूचना
का अधिकार

21/1/2014-CS.I (PR/CMS)
Government of India
Ministry of Personnel, PG and Pensions
Department of Personnel & Training
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2nd Floor, Lok Nayak Bhavan, New Delhi-110003
Dated the December, 2015

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System – updation of data of CSS/CSSS/CSCS officers

As Ministries/Departments are aware, the Web Based Cadre Management System for CSS, CSSS and CSCS has been operational since January, 2013. The system is hosted at **cscms.nic.in**. Despite lapse of more than two years, complete and upto date data is still not available in the system in respect of several officers. The prime objective of the web based system is to ensure accurate real time data of all the officers to enable quicker decisions relating to cadre management functions. Unless the data is maintained upto date, the purpose of the web based system will be defeated.

2. Nodal Officers in all the Ministries/Departments are, therefore, requested as under:

(a) **Employee module:** Nodal officers should ensure that correct and up to date personal information in respect of all personnel posted there is available. Nodal officers have been empowered to modify/correct (i) Employee details (ii) Basis Details (iii) Address details (iv) Training details and (v) qualification details. All the officers belonging to CSS/CSSS/CSCS may also be advised to verify their data in the system and bring discrepancies to the notice of the nodal officers for correction. If there is any difficulty in this regard, nodal officers should call CMC Ltd. Engineers at Tele: 24629890.

(b) **Experience and Promotion data**: CS.I Division will modify data in these two fields. If any modification is required duly certified information may be sent to CS Division for correction.

(c) **Pay:** Please ensure that pay of the officer is correctly indicated in the system. After drawl of increment on 1st July every year the data should be corrected.

(d) **APAR:** Ensure that APAR grading is entered in the system and the APAR is scanned and uploaded in the system. If there is any difficulty in this regard, please call the CMC Ltd. Engineers at Tele: 24629890.

(e) **IPR and Lokpal return:** All the officers of CSS/CSSS/CSCS are requested to file their returns online. It may be noted that defaulting officers will not be granted cadre clearance for deputation, foreign training, empanelment etc.

(f) **Deputation:** Ensure that all Officers apply for cadre clearance through the system. If any application is received in CS.I Division without online application it will not be entertained. Prior to forwarding application online, nodal officers should also ensure that correct and up to date information of the officer concerned is available in the system.

(g) **Foreign Training:** All nominations for foreign training should be processed through the web based cadre management system in respect of all Officers. Their reliving for the training will also be updated in the system to capture the details of foreign trainings attended. If the training period is more than three months, the nodal officers will forward the online request to CS.I Division for cadre clearance in respect of US and above level officers.

(h) **Domestic Training:** All nominations for domestic training should be processed through the web based cadre management system in respect of all officers. If the training period is exceeding one year, the nodal officers will forward the online request to CS.I Division for further processing in respect of US and above level officers.

(i) **Permission to visit abroad:** All requests for private foreign visits should be processed through the web based cadre management system to capture such information.

(j) **Furnishing of information of death of an employee:** In case of death of an employee, the nodal officer of the Ministry/Department concerned will henceforth immediately update the information in the web based system to enable capture of the vacancy to facilitate provision of a substitute.

(k) **Furnishing of information of long leave of an employee:** If any employee proceeds on leave for six months or more, the nodal officer concerned should update the information in the web based system immediately to capture the vacancy to facilitate provision of a substitute.

(l) **Voluntary Retirement:** CS.I Division conveys approval of MoS (PP) for voluntary retirement of US and above level officers of CSS. Henceforth, if the request for voluntary retirement is not received through the system, the same will not be entertained.

(m) **Resignation:** Resignation requests from employees should be obtained and processed in the web based system so that such vacancies are brought to the notice of the cadre controlling authority immediately.

(n) **Technical resignation:** Requests for technical resignation to join another employment under the Government should also be obtained and processed in the web based cadre management system.

(o) **Vigilance status:** Vigilance clearance whenever required in connection with cadre management activities will be sought and obtained through the system. In respect of US and above level officer it will be updated both by the Ministries/Department and by AVD.I of DoP&T. Upto SO level, Ministries/Departments will update the system.

3. This circular may be brought to the notice of all CSS Officers for their information and active cooperation to ensure correctness of data.

4. Nodal officers may also depute their subordinates to CS.I Division to clear doubts if any about the functioning of the system.

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

To

Ministries/ Departments
Director/Deputy Secretary (Administration)

F. No. 21/01/2016/CS-I(PR/CMS)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I (IPR/CMS) Section

Lok Nayak Bhawan, New Delhi
Dated August 19, 2016

OFFICE MEMORANDUM

Subject : Updation of data in Central Secretariat Cadre Management System

The undersigned is directed to state that this Department has been issuing instructions from time to time for regular updatation of data of Central Secretariat Service officers in the Web Based Cadre Management System. These instructions are available on the website of this Department at the link - http://persmin.nic.in/DOPT_CSDivision_Index.asp under classification 'Web Based Cadre Management'.

2. As part of PMO and Niti Ayog's initiatives/ focused areas, a dashboard for CSS officers is to be operationalized. The dashboard would prominently display the incumbency position in various departments along with the service particulars/ vigilance status/ APARs entries of the incumbent CSS officers.

3. In this regard, all Ministries/ Departments are requested to please inform the incumbency position/names of CSS officers of SO and above Grades to CS-I Division so that the process of identifying incomplete data can be initiated. This information may please be provided as a Microsoft Office Excel file in the following format for the various Grades of Section Officer and above by 31.08.2016. The data may also please be sent by email at the email address – uscs1-dopt@nic.in .

INCUMBANCY POSITION OF CSS OFFICERS						
Ministry/ Department -				Position as on 15.08.2016		
S. No.	Name of Officer	Designation	Date of Birth	Since when posted	Whether data is complete ? (Y/N)	Remarks, if any

4. All Ministries/ Departments are also requested to take suitable steps for updation of data in CSCMS, if not done already.

R. Saraswat
(Raju Saraswat)
Under Secretary (IPR/CMS)

To

Joint Secretary (Administration) of all Ministries/ Departments

To,

1. Joint Secretary (Admin.), D/o Agriculture & Cooperation, Krishi Bhavan, New Delhi
2. Joint Secretary (Admin.), D/o Agriculture Research & Education, Krishi Bhavan, New Delhi
3. Joint Secretary (Admin.), D/o Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Parliament Street, New Delhi
4. Joint Secretary (Admin.), M/o AYUSH, "AYUSH Bhawan", B Block, G.P.O. Complex, INA, New Delhi-110023
5. Joint Secretary (Admin.), D/o Biotechonology, Block No. 2 , CGO Complex, Lodhi Road, New Delhi
6. Joint Secretary (Admin.), D/o of Animal Husbandry, Dairying and Fisheries, Krishi Bhavan, New Delhi
7. Joint Secretary (Admin.), Cabinet Secretariat, Rastrapati Bhawan, New Delhi
8. Joint Director, Delhi Zone, CBI Headquarters, Plot No 5-B,4th Floor, CGO Complex New Delhi-110003
9. Joint Secretary (Admin.), D/o Chemicals & Petro-Chemicals, Shastri Bhavan, New Delhi
10. Joint Secretary (Admin.), M/o Civil Aviation, 'B' Wing, Rajiv Gandhi Bhavan, Near Safdarjung Airport, New Delhi
11. Joint Secretary (Admn.), M/o Coal, Shastri Bhawan, New Delhi
12. Joint Secretary (Admin.), D/o Commerce, Udyog Bhavan, New Delhi
13. Joint Secretary (Admn.), Department of Consumer Affairs, Krishi Bhawan, New Delhi - 110114.
14. Joint Secretary Admin.), M/o Culture, Shastri Bhavan, New Delhi.
15. Joint Secretary (Admin.), Department of CIC
16. Joint Secretary (Admin.), M/o Defence, South Block, New Delhi
17. Joint Secretary (Admin.), Department of Defence Production, South Block, New Delhi
18. Joint Secretary (Admin.), Department of Defence Research and Development , South Block, New Delhi
19. Joint Secretary (Admin.), M/o Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi.
20. Joint Secretary (Admin.), Department of Ex-Servicemen Welfare, South Block, New Delhi
21. Joint Secretary (Admin.), Ministry of Drinking Water and Sanitation, C Wing, 4th floor Paryavaran Bhawan, CGO Complex Lodhi Road, New Delhi
22. Joint Secretary (Admn./Estt), Department of Disability Affairs, Shastri Bhawan, New Delhi
23. Joint Secretary (Admin.), Department of Investment and Public Asset Management, CGO Complex, New Delhi
24. Joint Secretary (Admin.), D/o Economic Affairs, North Block, New Delhi
25. Joint Secretary (Admin.), D/o of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi
26. Joint Secretary (Admin.), M/o Environment, Forests & Climate Change, Indira Paryavaran Bhavan, Prithi Block, Aliganj, Jor Bagh Road, New Delhi-110003
27. Joint Secretary (Admn), Department of Expenditure, North Block, New Delhi
28. Joint Secretary (Admn.), D/o Fertilizers, Shastri Bhawan, New Delhi
29. Joint Secretary (Admn.), D/o Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
30. Joint Secretary (Admin.), M/o Food Processing Industries, Panchsheel Bhawan August Kranti Marg, Near Shree Fort, New Delhi
31. Joint Secretary (Admin.), D/o Food & Public Distribution, Krishi Bhavan, New Delhi
32. Joint Secretary (Admin.), D/o Health & Family Welfare, Nirman Bhawan, New Delhi
33. Joint Secretary (Admn), Department of Heavy Industries, Udyog Bhawan, New Delhi.
34. Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi
35. Joint Secretary (Admin), Ministry of Human Resource Development, D/o Secondary & Higher Education, Shastri Bhawan C-Wing, Dr. Rajendra Prasad Road, New Delhi.
36. Joint Secretary (Admin.), D/o Industrial Policy & Promotion, Udyog Bhavan, New Delhi
37. Joint Secretary (Admn), M/o Information & Broadcasting, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi
38. Joint Secretary (Admin.), Inter-State Council Secretariat, Vigyan Bhawan Annexe, New Delhi
39. Director, ISTM, JNU old campus, Olof Palme Marg, Munirka, New Delhi-110067
40. Joint Secretary (Admin.), M/o Labour & Employment, Sharam Shakti Bhavan, New Delhi

41. Joint Secretary (Admin.), D/o Legal Affairs, Shastri Bhavan, New Delhi
42. Joint Secretary (Admin.), D/o Legislative, Shastri Bhavan, New Delhi
43. Joint Secretary (Admin.), D/o Micro, Small & Medium Enterprises, Udyog Bhavan, New Delhi
44. Joint Secretary (Admin.), M/o Minority Affairs, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi
45. Joint Secretary (Admn./Estt), Ministry of Mines, Shastri Bhawan, New Delhi
46. Joint Secretary (Admin.), NATGRID, 2nd Floor, Vijaya Building, 17, Barakhamba Road, New Delhi-110001
47. Joint Secretary (Admin.), Ministry of New & Renewable Energy, Block No. 14, C.G.O Complex, Lodhi Road, New Delhi
48. Joint Secretary (Admin), National Disaster Management System Bhawan, A-1 Safdarjung Enclave, New Delhi.
49. Joint Secretary (Admin.), National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 NDCC Bldg, Jai Singh Road,
50. Joint Secretary (Admin.), D/o Official Language, ~~Lok Nayak Bhavan, Khan Market~~, New Delhi
51. Joint Secretary (Admin.), M/o Overseas Indian Affairs, Akbar Bhavan, Chanakyapuri, New Delhi
52. Joint Secretary (Admin.), M/o Panchayati Raj, 11th Floor, Jeevan Prakash Building, 25, K.G. Marg, New Delhi
53. Joint Secretary (Admin.), D/o Pensions & Pensioners Welfare, Lok Nayak Bhavan, Khan Market, New Delhi
54. Joint Secretary (Admin.), Prime Minister's Office, South Block, New Delhi
55. Joint Secretary (Admin), M/o Petroleum & Natural Gas, Shastri Bhavan, New Delhi
56. Joint Secretary (Admin), NITI Aayog, Yojna Bhavan, New Delhi
57. Joint Secretary (Admin.), D/o Posts, Dak Bhavan, Parliament Street, New Delhi.
58. Joint Secretary (Admin) M/o Power, Sharam Shakti Bhavan, New Delhi
59. Joint Secretary (Admin.), D/o Public Enterprises, CGO Complex, Lodhi Road, New Delhi
60. Joint Secretary (Admin.), D/o Pharmaceuticals, Room No. 514,Udyog Bhawan, New Delhi
61. Joint Secretary (Admin.), D/o Revenue, North Block, New Delhi
62. Joint Secretary (Admin.), The Registrar General of India, Man Singh Road, New Delhi
63. Joint Secretary (Admin.), D/o Road Transport & Highways, Transport Bhavan, New Delhi
64. Joint Secretary (Admin.), M/o Rural Development, Krishi Bhavan, New Delhi
65. Joint Secretary (Admin.), D/o Science & Technology, Technology Bhavan, New Mahrauli Road, New Delhi
66. Joint Secretary (Admin.), D/o Scientific Industrial Research, Anusandhan Bhawan, Rafi Marg, New Delhi
67. Joint Secretary (Admin) D/o Shipping, Transport Bhavan, New Delhi
68. Joint Secretary (Admin), M/o Skill Development & Entrepreneurship, 2nd Floor, Shaheed Bhagat Singh Marg, Shivaji Stadium, Connaught Place, New Delhi.
69. Joint Secretary (Admin), D/o Social Justice & Empowerment, Shastri Bhavan, New Delhi.
70. Joint Secretary (Admin), Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
71. Joint Secretary (Admin.), M/o Statistics & Programme Implementation, Sardar Patel Bhavan, Parliament Street, New Delhi
72. Joint Secretary (Admin.), M/o Steel, Udyog Bhavan, New Delhi.
73. Joint Secretary (Admin.), D/o Supply, Nirman Bhavan, New Delhi
74. Joint Secretary (Admin.), D/o Telecommunication, Sanchar Bhavan, New Delhi.
75. Joint Secretary (Admin), M/o Tourism, Transport Bhavan, New Delhi.
76. Joint Secretary (Admin), M/o Tribal Affairs, Shastri Bhavan, New Delhi.
77. Joint Secretary (Admin.), M/o Textiles, Udyog Bhavan, New Delhi
78. Joint Secretary (Admin) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
79. Joint Secretary (Admin), M/o Urban Development, Nirman Bhavan, New Delhi.
80. Joint Secretary (Admin.), M/o Housing & Urban Poverty Alleviation, Nirman Bhavan, New Delhi
81. Joint Secretary (Admin.), Department of Sports, Shastri Bhavan, New Delhi.
82. Joint Secretary (Admin), M/o Water Resources, River Development and Ganga Rejuvenation Sharam Shakti Bhavan, New Delhi.
83. Joint Secretary (Admin), M/o Women & Child Development, Shastri Bhavan, New Delhi.

84. Joint Secretary (Admin), D/o Youth Affairs, Shastri Bhavan, New Delhi.
85. Joint Secretary (Admin), D/o Space, 3rd Floor, Lok Nayak Bhavan,New Delhi
86. Joint Secretary (Admin), D/o Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001, India.