

No.25/1/2013-CS-II(B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.  
Dated the 5<sup>th</sup> March, 2015.

**OFFICE MEMORANDUM**

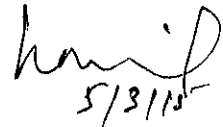
Subject: Web Based Cadre Management System for CSSS & CSCS officers- addition of new modules to the system.

The undersigned is directed to refer to this Department's CS-I Division's OM NO. 21/1/2014-CS-I (PR/CMS) dated 10.02.2015 on the above subject mentioned above and to say that additional modules as indicated below, which have subsequently been added to the web based cadre management system, be used by the cadre units for processing of the cases in respect of CSSS & CSCS personnel.

- a) **Foreign Training:-** All nominations for foreign training should be processed through the web based cadre management system in respect of all CSSS 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-II Division for further processing in respect of PPS and above level officers.
- b) **Domestic training:-** All nominations for domestic training should be processed through the web based cadre management system in respect of all CSSS officers. If the training period is exceeding one year, the nodal officers will forward the online request to CS-II Division for further processing in respect of PPS and above level officers.
- c) **Permission to visit abroad:-** All the requests for private foreign visits of CSSS officers should be processed through the web based cadre management system to capture such information.
- d) **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.
- e) **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.

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

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

  
5/3/15

(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Telefax : 24623157

To

All Ministries/Departments  
Director/ Deputy Secretary (Administration)

Copy to:-

All officers/Sections of CS-II Division- for necessary follow up action.