

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

\*\*\*

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi

Dated: 10<sup>th</sup> July 2014

**OFFICE MEMORANDUM**

**Subject:** Web Based Cadre Management System for CSS Officers -  
Instructions issued to Nodal Officers of Ministries/Departments  
regarding.

-----

The undersigned is directed to say that complete and upto date data is still not available in respect of several CSS Officers in the web based cadre management system hosted at **cscms.nic.in**. The prime objective of the web based system is to ensure accurate real time data of all the officers to enable quicker and correct decisions relating to cadre management functions. Unless the data is maintained up to date, the purpose of the web based system will be defeated.

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

- (a) **Employee module:** Nodal officers should ensure that correct and up to date personal information in respect of all the Officers is available in the web based system. **As a nodal officer they are empowered to modify/correct (i) Employee details; (ii) Basic details; (iii) Address details; (iv) Training details and; (v) Qualification details.** For any guidance in this regard, they may contact the CMC Ltd. Engineers at Tele.: 24629890. All the officers of the Ministry/Department may be advised to verify their data to ensure correctness of data.
- (b) **Incumbency position** : Generate "Designation Wise Report" in the Employee module and reconcile the incumbency position in each grade. If there is any discrepancy, it should be reported to CS.I Division for rectification.

- (c) **Experience and Promotion data:** If any modification is required in these data, CS.I Division may be notified for correction.
- (d) **Pay:** Please ensure that the current pay is indicated after drawl of increment on 1.7.2014
- (e) **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
- (f) **Immovable Property Return:** The officers who have not yet filed IPR on line may be advised to file the return without any further delay. It may be noted that defaulting officers will not be granted cadre clearance for deputation, foreign training, empanelment etc.
- (g) **Deputation:** Ensure that all CSS Officers apply for cadre clearance through the system. If any application is received in CS.I Division without online application it will be rejected. Prior to forwarding application, nodal officers should also ensure that correct and up to date information of the officer concerned is available in 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.

  
( V. Srinivasaragavan )

Under Secretary to the Govt. of India

☎ 2462 9412

All Ministries/ Departments  
Director/Deputy Secretary (Administration)

(as per list attached)