

**IMMEDIATE**

**Reminder-IX**

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

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

Dated the 26<sup>th</sup> November 2012

**OFFICE MEMORANDUM**

**Subject:** Development of a Web Based software solution for Cadre Management of CSS, CSSS and CSCS – **Data collection in respect of CSS Officers reg.**

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Ministries/ Departments may kindly refer to this Department's following communications on the subject mentioned above:

- (i) D.O. letter of even number dated 15<sup>th</sup> June 2012;
- (ii) O.M. dated 17<sup>th</sup> July 2012 and subsequent reminders dated 22<sup>nd</sup> August 2012, 30<sup>th</sup> August 2012, 11<sup>th</sup> September 2012, and 18<sup>th</sup> September 2012;
- (iii) D.O. reminder of even number dated 28<sup>th</sup> September 2012;
- (iv) O.M. of even number dated 17<sup>th</sup> October 2012 and 31<sup>st</sup> October 2012; and,
- (v) D.O. reminder of even number dated 12<sup>th</sup> November 2012.

2. It may be appreciated that despite ten communications as above a few Ministries/ Departments have not yet completed the data collection work in respect of CSS officers. Needless to add that it is leading to delay in launching the web based portal.

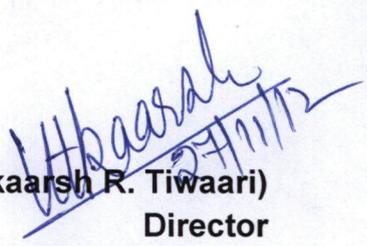
3. Considering the several extensions already given, any further delay in completion of the data collection work is not acceptable. Ministries/ Departments who have not yet completed the data collection work may appreciate the urgency and may complete the task without any further delay.

4. It is once again reiterated that data collection is the combined responsibility of Ministries/ Departments and CSS Officers. **Responsibility may, therefore, be fixed on officers of Administration Division** for their failure in completion of the task in a time bound manner. **Further, if any CSS officer is not co-operating with the collection of data, suitable action should be initiated against that officer for dereliction of duty.**

5. **While forwarding the data it should be clearly certified that the information furnished is accurate in all respects with reference to the Service Book/ other documents.**

6. The progress so far achieved may also be submitted at the following e-mail addresses: **wbcm-dopt@nic.in** and **dopt.cmc@cmcltd.com**

7. Ministries/ Departments who have already forwarded the data may ignore this circular. However, they are also required to certify that the information furnished by them is accurate and complete with reference to the relevant records, if the certificate is already not furnished.

  
(Utkarsh R. Tiwari)  
Director  
Tele.: 24629411

JS (Admn.) - All Ministries/ Departments

Copy to : Nodal officers through e-mail

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**Officers to be contacted for any clarification regarding data feeding work**

Land line No.: 24629890; Rachna Arora – 9818804948;

Somnath – 8447001666; Rajeev – 9958871418;

Devender – 8527628426; V. Srinivasaragavan, US - 24629412