

No.25/12/2020-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

Date: 21.02.2020

OFFICE MEMORANDUM

Subject: Request for updation of the vigilance status in Web Based Cadre Management System in respect of CSSS officers – instructions for Nodal Officers – regarding.

The undersigned is directed to say that the Web Based Cadre Management System is functional since 2012. It is enabled to capture the data of all CSSS officers relating to their date of joining, address, posting, promotions, training etc.

2. For effective and efficient cadre management, it is necessary that the data of all officers be available on real time basis. In absence of complete data, CSCMS portal cannot be fully relied upon for processing cases related to Rotational Transfer, Promotion, Voluntary Retirement etc. It is seen that at the time of promotions, the cases gets delayed for want of updation of vigilance status of officers in the zone of consideration. Hence, it has been decided to strengthen the Vigilance Information System (VIS).

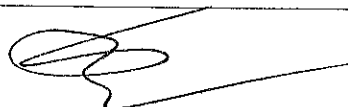
3. Presently, the vigilance status of the decentralized grades is available only with the cadre units and also the vigilance status of Principal Private Secretary and above level officers is shared with CS.II Division, only at the time of promotion etc.

4. As such, it has now been decided that vigilance status of all grades of officers will have to be updated **on a quarterly basis** by all the cadre units on the CSCMS portal. If any change in the vigilance status of any officer happens in the interim period, the same **must** be updated **immediately**. The process to be followed for all grades of CSSS cadres is as under :-

In the first instance, all the Cadre units will update the vigilance status of all the officers. Subsequently, the same will be reviewed by them on quarterly basis and revised. If there is a change in vigilance status within the three months' period, the same has to be updated/ reflected on the CSCMS portal immediately.

5. This exercise will be completed in a phased manner. In the first phase, the vigilance status of the senior most officers as identified below may be updated :-

CSSS Cadre		
Sr. No.	Grades	For officials/ officers of SLY
1	Principal Private Secretary(PPS)	2011, 2012 & 2013
2	Private Secretary(PS)	2010, 2011 and 2012
3	Personal Assistant(PA)	2010 to 2014



CSCS Cadre		
Sr. No.	Grades	SL Year
1.	Senior Secretariat Assistant (SSA)	SL-2003, SL-2003(Extended) and SL-2004, SL-2005, SL-2006, SL-2007 and SL-2008

The vigilance status of these officers may be updated on the portal on or before 29.02.2020.

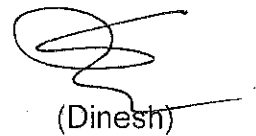
6. In the second phase, the vigilance status of the rest of the officers may be updated. This information should be updated **compulsorily & immediately** but not later than **15.03.2020**. Subsequently, the status may be updated for all officials/officers every quarter ending **March, June, September** and **December** respectively starting from March, 2020.

7. A hard copy of vigilance status of Principal Private Secretary and above level as mentioned in para 5 may also be made available to AVD.I, DOPT, North Block, New Delhi with a copy to the undersigned. In this regard for reference a copy of O.M.No.21/1/2014-CS.I(U) dated 09.05.2014 explaining the procedure for updating the vigilance status in CSCMS is **enclosed** for necessary action of the Nodal Officers of all Ministries/Departments. The pathway is as under:-

CSCMS>Vigilance>Request for status> filling up of drop down items as per cadre unit>go> select the cadre personnel> vigilance for: the purpose to be filled up>send vigilance request>intimation of status> modify> fill up the fields accordingly> update. If still the status under Ministry/Department shows as pending, then CS Division may be contacted for a solution.

8. Therefore, Nodal Officers of all Ministries/Departments is requested to update the data of all CSSS officers working under them including their experience/ training details, category etc. **on PRIORITY**, if not done so far. The rights have been opened for Nodal Officers as well as for individual officer (to a limited extent as may be allowed to access) to update the fields in CSCMS.

9. A new feature has been added to upload one's photograph in CSCMS through employee details > Documents > photograph. All officials/ officers of CSSS cadre are also requested to upload their latest photograph in the CSCMS **on PRIORITY**.



(Dinesh)

Under Secretary to the Govt. of India

☎ 2465 4020

Ministries/Departments/Officers concerned.

(Through website of DOPT)

Copy to:

Under Secretary (AVD.I), DOPT, North Block, New Delhi.

कार्मिक एवं प्रशिक्षण विभाग, लोक न्यायक भवन Deptt. of Personnel & Trg., L. N. Bhawan प्राप्ति और निर्गम अनुभाग Receipt & Issued Section 24 FEB 2020 जारी किया / ISSUED
