

No. 22/10/2013-CS.I (APAR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

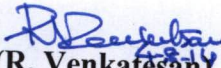
2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
Date: 4th August, 2014

OFFICE MEMORANDUM

Subject: APAR Monitoring System for CSS officers through web-based Cadre Management System (CMS) and furnishing copies of ACRs/APARs for deputation.

The undersigned is directed to invite attention of all the Cadre Units to this Department's Office Memorandum No. 21/1/2014-CS.I (PR/CMS) dated 10.07.14 & OM of even number dated 22.04.13, 07.05.13, 29.08.13 and 09.06.14 and to request to make use of web-based software solution hosted at cscms.nic.in for cadre management of CSS of which APAR Monitoring System is an important component. The Nodal Officers in Ministries/Departments were requested to ensure smooth participation in web-based cadre management system.

2. It is observed that in spite of repeated requests Ministries/Departments have been sending the APARs to DOPT without making proper entries or without uploading the scanned documents. The absence of proper participation in the CMS has resulted bottleneck in smooth functioning of CS.I Division. It is, therefore, reiterated that the web-based cadre management system is **compulsory** for furnishing copies of ACRs/APARs of officers. This may be noted and for any future transmission of ACR/APAR in hard copy it may be ensured that the same has been entered into the CMS with proper entries attached with scanned documents.


(R. Venkatesan)

Under Secretary to the Govt. of India
Tel: 24624046

To

All Ministries/Departments of CSS