

No.21/02/2018-CS.I (PR/CR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhawan, New Delhi-110003.

Dated the 27th December, 2021.

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System for Deputy Secretary/ Director/Joint Secretary (in-situ) level CSS officers – calling for information – reg.

The undersigned is directed to refer to this Department's O.M. No.4/7/2021-CS.I (D) dated April 01, 2021 and to say that complete and up to date data is still not available in respect of several CSS officers in all the grade of CSS, viz, Assistant Section Officer, Section Officer, Under Secretary, Deputy Secretary, Director and Joint Secretary (in-situ). 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. However, in spite of numerous reminders and telephonic requests, the complete and up to date data is still not available. Unless the data is maintained up-to-date, the purpose of the web based system will be defeated. It has been observed that data in respect of several officers is not available in some of the modules in web based system and even if it is available, it is incomplete. In most of the cases, there is mismatch in 'experience details' and 'promotion details'. Other glaring *gaps* are non-mentioning of 'select list years', 'address' module, incomplete training module etc.

2. It has now been decided that the data for all the modules of the web based cadre management system hosted at cscms.nic.in in all the grades may be updated in a time bound manner with the following deadlines: -

S.No.	Grade	Date by which data has to be completed
1.	DS/Director/JS (in situ)	24.12.2021
2.	US	31.12.2021
3.	SO/ASO	07.01.2022

3. Cadre Units are requested to send an Action Taken Report through email addressed to uscs.1D-dopt@gov.in and a copy endorsed to sanjeev.kapoor69@gov.in on the expiry of deadline mentioned against each grade.

4. CSS officers of all the grades are also requested to ensure carrying out of requisite updation of their data in CSCMS portal through Nodal Officer in the Ministry/Department/Organization concerned.


(Ravi Vazirani)

Under Secretary to the Govt. of India
Tel.No.24629413

All Ministries/Departments
(Director/Deputy Secretary (Admn.)