

**No. 6/1/2014-CS.II(C)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**


3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 10<sup>th</sup> February, 2014

**OFFICE MEMORANDUM**

Subject: Data in respect of DR Steno Grade 'D' for Web Based Software Solution for Cadre Management of CSSS-reg.

The undersigned is directed to refer to the subject mentioned above and to say that on the basis of nominations made by this Department, Direct Recruit Steno Grade 'D' are joining various Ministries/Departments participating in CSSS. It is imperative that the data in respect of these newly joined DR Steno Grade 'D' are immediately captured in the web based cadre management system hosted at **cscms.nic.in**.

2. A proforma has accordingly been devised for gathering of data in respect of DR Steno Grade 'D' who have joined recently. Ministries / Departments concerned are, therefore, requested to furnish the data in respect of these DR Steno Grade 'D' in the format enclosed. The newly joined DR Steno Grade 'D' are advised that it is their responsibility to get their data fed in the web based system. The data should also be e-mailed at chowdhury.r13.

  
19/2/14  
(Kameshwar Mishra)  
Under Secretary to the Govt. of India  
Telefax: 24623157

To

All Ministries / Departments of CSSS

**Web Based Cadre Management System (cscms.nic.in) - Collection of information in respect of DR Steno Grade 'D' in CSSS**

Ministry/ Department: \_\_\_\_\_

**1. Basic Details (In capital letters):**

Complete name (as per service record)		Designation	
Year of Exam		Rank No. in the Exam	
Father's Name		Mother's Name	
Date of Birth		Gender	
Blood Group		Religion	
Differently- Abled (VH,HH,PH)		Nationality	
Category (UR/SC/ST/OBC)		In case of belonging to SC/ST/OBC (attach copy of caste certificate) and also indicate the following details	
		Community/Caste	State to which originally belongs
Identification Marks:			

**2. Qualification Details**

(Enter from 10<sup>th</sup> /Matriculation onwards)

Qualification	Subjects	Year	Board/University
10 <sup>th</sup> /Matric			
12 <sup>th</sup>			
Graduation			
Post Graduate			
Others			

**3. Address Details**

Present Address		Permanent Address	
Complete Address		Complete Address	
Pin Code		State	
Phone (Off.)		District	
Phone (Res.)		Pin Code	
Mobile			
e-mail			

4. **Experience details**

Complete posting details since appointment as DR Steno Grade 'D' in CSSS

Cadre Unit /Sub-Unit	Place (in case of outstation please indicate the station)	Period of Posting		Pay fixed on appointment and effective date of pay
		From	To	

5. Previous Experience, if any, in Govt. (before joining as DR Steno Grade 'D' in CSSS)

Organization	Designation	Place	Period of Posting	
			From Date	To Date

Signature of the Employee  
Full Name:

**Details furnished above have been verified from service records and certified to be correct.**

**Signature** \_\_\_\_\_

(Name, designation and stamp of the forwarding officer of the Department)