

IMMEDIATE  
Reminder - VI

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

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated: 17 October, 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 d.o. letter of even number dated 15<sup>th</sup> June 2012, O.M. dated 17<sup>th</sup> July 2012 and subsequent O.M./D.O. reminders dated 22<sup>nd</sup> August 2012, 30<sup>th</sup> August 2012, 11<sup>th</sup> September 2012, 18<sup>th</sup> September 2012 and 28<sup>th</sup> September 2012 on the subject mentioned above.

2. Ministries/ Departments are once again requested to compile the data in respect of all CSS Officers under their control and forward the same to this Department urgently. It is again informed that the data collection format has been forwarded alongwith O.M. dated 22.8.2012 which is required to be downloaded from DoPT's website.

3. **Data collection is the combined responsibility of Ministries/ Departments and CSS Officers. Responsibility may, therefore, be fixed on officers of Administrative Division who have been entrusted with the task of collection of information. Further, if any officer is not co-operating with the collection of data suitable action should be initiated against that officer for dereliction of duty.**

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4. Ministries/ Departments should make all out efforts to collect and furnish updated and accurate data in respect of all CSS Officers under their control without any further delay so that the project can be launched without any further delay. **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.** Officers should not directly send the information to this Department as the data is to be verified and certified by the administrative division concerned from the service records.

5. The progress of work may be submitted in the MS Access format immediately at the following e-mail addresses: **dopt.cmc@cmcltd.com** and **wbcm-dopt@nic.in**

6. 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.

*Utkarsh*  
7/10/12  
(Utkarsh R. Tiwari)  
Director  
Tele.:24629411

To

JS (Admn.), Ministries/ Departments (as per std. list).

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

Rachna Arora – 9818804948; Somnath – 8447001666;

Rajeev – 9958871418; Devender – 8527628426;

V. Srinivasaragavan, US - 24629412