No. 21/1/2014-CS.I (PR/CMS)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

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2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi

Dated: 10th July 2014

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System for CSS Officers -
Instructions issued to Nodal Officers of Ministries/Departments
regarding.

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The undersigned is directed to say that complete and up to date
data is still not available in respect of several CSS Officers in the web
based cadre management system hosted at cscms.nic.in 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. Unless the data is maintained up to date, the
purpose of the web based system will be defeated.

2. Nodal Officers in all the Ministries/Departments are, therefore,
requested:

(a) **Employee module**: Nodal officers should ensure that correct and
up to date personal information in respect of all the Officers is
available in the web based system. **As a nodal officer they are
empowered to modify/correct (i) Employee details; (ii) Basic
details; (iii) Address details; (iv) Training details and; (v) Qualification
details.** For any guidance in this regard, they may
contact the CMC Ltd. Engineers at Tele.: 24629890. All the officers
of the Ministry/Department may be advised to verify their data to
ensure correctness of data.

(b) **Incumbency position** : Generate “Designation Wise Report” in
the Employee module and reconcile the incumbency position in
each grade. If there is any discrepancy, it should be reported to
CS.I Division for rectification.
(c) **Experience and Promotion data:** If any modification is required in these data, CS.I Division may be notified for correction.

(d) **Pay:** Please ensure that the current pay is indicated after drawal of increment on 1.7.2014

(e) **APAR:** Ensure that APAR grading is entered in the system and the APAR is scanned and uploaded in the system. If there is any difficulty in this regard, please call the CMC Ltd. Engineers at Tele.: 24629890

(f) **Immovable Property Return:** The officers who have not yet filed IPR on line may be advised to file the return without any further delay. It may be noted that defaulting officers will not be granted cadre clearance for deputation, foreign training, empanelment etc.

(g) **Deputation:** Ensure that all CSS Officers apply for cadre clearance through the system. If any application is received in CS.I Division without online application it will be rejected. Prior to forwarding application, nodal officers should also ensure that correct and up to date information of the officer concerned is available in the system.

3. This circular may be brought to the notice of all CSS Officers for their information and active cooperation to ensure correctness of data.

(\[Signature\])

(V. Srinivasaragavan)
Under Secretary to the Govt. of India
☎ 2462 9412

All Ministries/ Departments
Director/Deputy Secretary (Administration)

(as per list attached)