

No. 25/12/2020-CS.II (A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

Date: 06.05.2020

12

OFFICE MEMORANDUM

Subject: Request for updation of the vigilance status in Web Based Cadre Management System in respect of CSSS officers- instructions for nodal Officers- regarding

Reference is invited to this office OM of even number dated 21.02.2020 and subsequent reminder vide OM No. 25/06/2019-CS-II (A) dated 19.03.2020 regarding uploading the data of all CSSS officers relating to their date of joining, address, posting, promotion, training etc.

2. It has been observed that progress of updating the data of Officials of CSSS cadre has been very slow. In view of this, the undersigned is directed to request the cadre units once again to expedite the process of feeding of data of CSSS officials as referred in the aforementioned OM dated 21.02.2020 so that an updated vigilance status of all the officials of CSSS cadre may be captured on CSCMS portal immediately and unnecessary delay can be avoided for want of data/vigilance clearance.


(Vasanthi V. Babu)

Under Secretary to the Govt. of India
☎ 24623157

Nodal Officers of all
Ministries/ Departments/ officers concerned.
(Through website of DoPT)

Copy to:

Under Secretary (AVD), DoP&T, North Block, New Delhi

No. 25/6/2019-CS.II (A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

Date: 19.03.2020

OFFICE MEMORANDUM

Subject: Request for updation of the vigilance status in Web Based Cadre Management System in respect of CSSS officers- instructions for nodal Officers- regarding

Reference is invited to this office OM of even number dated 21.02.2020 regarding uploading the data of all CSSS officers relating to their date of joining, address, posting, promotion, training etc.

2. Vide the aforesaid OM, it was further conveyed that complete vigilance status of all grades of officers of CSSS have to be updated before 15.03.2020 and thereafter, the exercise will be continued on quarterly basis, regularly. However, it is observed that the data in respect of a very few numbers of officials have only been updated by the Cadre Units. It appears that a large number of the cadre units officers belonging to CSSS Cadre are not paying due priority to this action.

3. The undersigned is, therefore, directed to request once again the cadre units that have not completed the exercise to adhere to the instructions as referred in the aforementioned OM dated 21.02.2020 so that an updated vigilance status of all the officials of CSSS cadre may be captured on CSCMS portal immediately.

(Vasanthi V. Babu)
Under Secretary to the Govt. of India

☎ 24623157

Nodal Officers of all
Ministries/ Departments/ officers concerned.
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Copy to:

Under Secretary (AVD), DoP&T, North Block, New Delhi



No.25/12/2020-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.

Date: 21.02.2020

OFFICE MEMORANDUM

Subject: Request for updation of the vigilance status in Web Based Cadre Management System in respect of CSSS officers – instructions for Nodal Officers — regarding.

The undersigned is directed to say that the Web Based Cadre Management System is functional since 2012. It is enabled to capture the data of all CSSS officers relating to their date of joining, address, posting, promotions, training etc.

2. For effective and efficient cadre management, it is necessary that the data of all officers be available on real time basis. In absence of complete data, CSCMS portal cannot be fully relied upon for processing cases related to Rotational Transfer, Promotion, Voluntary Retirement etc. It is seen that at the time of promotions, the cases gets delayed for want of updation of vigilance status of officers in the zone of consideration. Hence, it has been decided to strengthen the Vigilance Information System (VIS).

3. Presently, the vigilance status of the decentralized grades is available only with the cadre units and also the vigilance status of Principal Private Secretary and above level officers is shared with CS.II Division, only at the time of promotion etc.

4. As such, it has now been decided that vigilance status of all grades of officers will have to be updated **on a quarterly basis** by all the cadre units on the CSCMS portal. If any change in the vigilance status of any officer happens in the interim period, the same **must** be updated **immediately**. The process to be followed for all grades of CSSS cadres is as under :-

In the first instance, all the Cadre units will update the vigilance status of all the officers. Subsequently, the same will be reviewed by them on quarterly basis and revised. If there is a change in vigilance status within the three months' period, the same has to be updated/ reflected on the CSCMS portal immediately.

5. This exercise will be completed in a phased manner. In the first phase, the vigilance status of the senior most officers as identified below may be updated :-

CSSS Cadre		
Sr. No.	Grades	For officials/ officers of SLY
1	Principal Private Secretary(PPS)	2011, 2012 & 2013
2	Private Secretary(PS)	2010, 2011 and 2012
3	Personal Assistant(PA)	2010 to 2014



CSCS Cadre		
Sr. No.	Grades	SL Year
1	Senior Secretariat Assistant (SSA)	SL-2003, SL-2003(Extended) and SL-2004, SL-2005, SL-2006, SL-2007 and SL-2008

The vigilance status of these officers may be updated on the portal on or before 29.02.2020.

6. In the second phase, the vigilance status of the rest of the officers may be updated. This information should be updated **compulsorily & immediately** but not later than **15.03.2020**. Subsequently, the status may be updated for all officials/officers every quarter ending **March, June, September** and **December** respectively starting from March, 2020.

7. A hard copy of vigilance status of Principal Private Secretary and above level as mentioned in para 5 may also be made available to AVD.I, DOPT, North Block, New Delhi with a copy to the undersigned. In this regard for reference a copy of O.M.No.21/1/2014-CS.I(U) dated 09.05.2014 explaining the procedure for updating the vigilance status in CSCMS is **enclosed** for necessary action of the Nodal Officers of all Ministries/Departments. The pathway is as under:—

CSCMS>Vigilance>Request for status> filling up of drop down items as per cadre unit>go> select the cadre personnel> vigilance for: the purpose to be filled up>send vigilance request>intimation of status> modify> fill up the fields accordingly> update. If still the status under Ministry/Department shows as pending, then CS Division may be contacted for a solution.

8. Therefore, Nodal Officers of all Ministries/Departments is requested to update the data of all CSSS officers working under them including their experience/ training details, category etc. **on PRIORITY**, if not done so far. The rights have been opened for Nodal Officers as well as for individual officer (to a limited extent as may be allowed to access) to update the fields in CSCMS.

9. A new feature has been added to upload one's photograph in CSCMS through employee details > Documents > photograph. All officials/ officers of CSSS cadre are also requested to upload their latest photograph in the CSCMS **on PRIORITY**.


(Dinesh)

Under Secretary to the Govt. of India
2465 4020

Ministries/Departments/Officers concerned.
(Through website of DOPT)

Copy to:

Under Secretary (AVD.I), DOPT, North Block, New Delhi.

कार्मिक एवं प्रशिक्षण विभाग, लोक नायक भवन Deptt. of Personnel & Trg., L. N. Bhawan प्राप्ति और निर्गम अनुभाग Receipt & Issued Section 24 FEB 2020 जारी किया / ISSUED

No.21/1/2014-CS.I(U)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
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2nd Floor, Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 9th May, 2014.

OFFICE MEMORANDUM

Subject: Web Based Cadre Management System for CSS Officers of Under Secretary and above - instructions for Nodal Officers to forward the cadre clearance request online for deputation

All the Ministries/Departments are aware that CSS officers are required to apply online through the web based cadre management system hosted at URL: cscms.nic.in for cadre clearance for deputation. While cadre clearance upto SO level is granted by the Ministries/ Departments concerned, the requests in respect of US and above level are to be forwarded to this Department for consideration.

2. Till recently, the Nodal Officers of the respective Ministries/Departments were simply required to forward the online request of the officers to CS Division. Now the vigilance status of the individual officer is linked with cadre clearance in order to have updated information. Accordingly, the Nodal Officer is first required to update the vigilance status of the individual officer in the system and only thereafter can forward the request to CS Division.

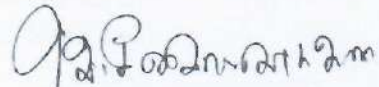
3. The following steps should be followed for submission of online request for cadre clearance for deputation:

- (i) Officer concerned will apply on line for cadre clearance for deputation
- (ii) On submission of online request from an individual officer for deputation, the Nodal Officer needs to go to the vigilance module.
- (iii) In the vigilance module, the first heading appears is "Request for Status". Click this heading and select the individual officer who has applied for deputation.
- (iv) After the name of the individual officer appeared in the screen alongwith other names, the Nodal Officer has to first select the word 'Deputation' from the drop down menu in the box titled "vigilance for". Thereafter, the

name of concerned officer is required to be highlighted. Finally, the "send vigilance request" box in the bottom is required to be clicked followed by clicking the ok button on appearing of message that vigilance request sent successfully.

- (v) In the vigilance module, the second heading appears is "Intimation of Status". On clicking this heading, again the name of concerned officer will appear alongwith other names. Select the officer by clicking on the name and click the modify button in the bottom. Now a vigilance clearance form will appear. Fill up all the left hand side columns, which is meant for vigilance status by Min./ Deptt., specially the * asterisk mark which is mandatory. After completing the form, click the update box in the bottom and thereafter the ok button.
- (vi) Now come back to deputation module and open the cadre clearance form of concerned individual officer. Here the Nodal Officer can see that vigilance status by Min/Deptt. will be shown as cleared instead of pending. The Nodal Officer can now forward the cadre clearance request online to CS Division.

4. It has been observed that after the individual officers submit online request for deputation to their Nodal Officer, the Nodal Officer does not forward it online to CS Division. Many such proposals are shown to be pending at the level of Nodal Officers in the System. It may be due to difficulty being faced by them on linking of vigilance status. It is expected that by following the above instructions, the Nodal Officer will forward the cadre clearance request online promptly to CS Division. A relevant portion of the advertisement may invariably be uploaded in the space provided for the purpose in the cadre clearance form. In case, it is not found possible, for any reason, to upload the advertisement, the hard copy of it may be forwarded to this Division. **It is made clear that until the Nodal Officer forward the cadre clearance request online alongwith relevant portion of the advertisement or the hard copy of the advertisement to CS Division, the case of individual officer will not be processed for cadre clearance.** Therefore, in their own interest, the concerned individual officer should ensure that their cadre clearance request should be promptly forwarded to CS Division by their respective Nodal Officers.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tele: 24629412

To

All Ministries/ Departments of Govt. of India.