

IMMEDIATE

Reminder-II

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

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

Dated the 30th August 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.**

Ministries/ Departments may kindly refer to this Department's d.o. letter of even number dated 15th June 2012, O.M. dated 17th July 2012 and reminder dated 22nd August 2012 on the subject mentioned above.

2. Development of a web based cadre management in respect of three Central Secretariat services is a very important project and it is has been undertaken with an aim to vastly improve service delivery in the matters of cadre management of these three services. Compilation of accurate and updated data in respect of CSS Officers (data collection in respect of the other two services will be taken up subsequently) is a very important aspect of the project without which the system can not be launched. Despite reminders and pursuing the matter over phone, several Ministries/ Departments have not yet completed the data collection work. It is afraid that a few of them have not even initiated the work.

3. Considering the importance of the project and strict timelines within which it has to be implemented, all Ministries/ Departments are once again requested to compile the data in the MS Access format and forward the same to this Department urgently. If any CSS officer is not co-operating with collection of data it is recommended that suitable action may be initiated against him/her for dereliction of duty. It is also emphasized that shortly this Department will be using the web based system for all cadre management activities and if complete data is not available it will affect promotions of the officers concerned. In view of this, all CSS Officers should take personal interest and ensure that their data has been furnished in the MS Access format.

4. All Ministries/ Departments are also requested to fix responsibility on officers of Administration Division who are responsible for furnishing the information in respect of CSS Officers in the Ministry/ Department. It may also ^{be} appreciated that the date for submission of data was initially 6.8.2012 which has already been extended twice to 16.8.2012 and later to 31.8.2012.

5. Active co-operation of Ministries/ Departments are therefore, solicited in this important project and they are advised to take all possible action in submission of data without any further delay.


(Utkarsh R. Tiwari)

Director

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JS (Admn.) - All Ministries/ Departments

Copy to : Nodal officers through e-mail