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Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training

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2<sup>nd</sup> 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](http://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

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To

All Ministries/Departments of Govt. of India.