

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

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

Dated: 9th February 2015
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OFFICE MEMORANDUM

Subject: Web Based Cadre Management System for CSS Officers –addition of new modules to the system.

As Ministries and Departments are aware, the web based cadre management system for CSS, CSSS and CSCS has been operational since January 2013. On the basis of experience of the system, a need has been felt that few more modules have to be added to the system to make it more comprehensive. Accordingly additional modules have now been added. They are brought to the notice of all Ministries/ Departments and individual officers to use them keeping in view the revised guidelines regarding centralization of cadre management of CSS with the CS.I Division vide O.M. No. 21/20/2014-CS.I(P) dated 28.10.2014.

2. Vide the aforementioned O.M. it was informed that the Ministries/ Departments are authorized to nominate officers for short term foreign training, not exceeding three months. However, for foreign training beyond three months cadre clearance from CS.I Division will be required in case of US and above level officers of CSS. Similarly, Ministries/ Departments are authorized to nominate officers for domestic training, not exceeding one year. However, for domestic training exceeding one year, cadre clearance from CS.I Division will be required in case of US and above level officers of CSS. Further, grant of permission for private visit abroad for CSS officers of all levels has been delegated to Ministries/ Departments. Keeping these instructions in view, the new modules may be operated as under:

(a) Foreign Training All nominations for foreign training should be processed through the web based cadre management system in respect of all CSS Officers. Their reliving for the training will also be updated in the system to capture the details of foreign trainings attended. If the training period is more than three months, the nodal officers will forward the online request to CS.I Division for further processing in respect of US and above level officers.

- (b) **Domestic Training** All nominations for domestic training should be processed through the web based cadre clearance system in respect of all CSS Officers. If the training period is exceeding one year, the nodal officers will forward the online request to CS.I Division for further processing in respect of US and above level officers.
- (c) **Permission to visit abroad** All requests for private foreign visits of CSS Officers should be processed through the web based cadre management system to capture such information.
- (d) **Furnishing of information of death of an employee** In case of death of an employee, the nodal officer of the Ministry/ Department concerned will henceforth immediately update the information in the web based system to enable capture of the vacancy to facilitate provision of a substitute.
- (e) **Furnishing of information of long leave of an employee** If any employee proceeds on leave for six months or more, the nodal officer concerned should update the information in the web based system immediately to capture the vacancy to facilitate provision of a substitute.
- (f) **Resignation**: Resignation requests from employees should be obtained and processed in the web based system so that such vacancies are brought to the notice of the cadre controlling authority immediately.
- (g) **Technical resignation**: Requests for technical resignation to join another employment under the Government should also be obtained and processed in the web based cadre management 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.


(Utkarsh R Tiwari)
Director
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All Ministries/ Departments
Director/Deputy Secretary (Administration)

(as per list attached)

Copy to: All officers/Sections of CS.I Division - for necessary follow up action.